

Maria Santos

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[Date]

The Hiring Manager
XXXX Aged Care
Blacktown, NSW

Dear Hiring Manager,

I am writing to apply for the Aged Care Worker position at XXXX Aged Care. I recently completed my Certificate III in Individual Support (Ageing) and I am passionate about supporting older people to live with dignity and independence.

During my supervised work placement in residential aged care, I assisted residents with personal care, mobility and meals, followed individual care plans, and reported any changes to the registered nurses. I am patient and calm, take pride in treating residents with respect, and hold a current First Aid certificate, Police Check and NDIS Worker Screening Check. I am available for morning, evening and weekend shifts.

I would welcome the opportunity to bring my care and reliability to your team. My resume is attached, and I would be glad to come in for an interview at a time that suits you. Thank you for considering my application.

Kind regards,

Maria Santos