

# Jordan A. Williams

January 16, 2026

Acme Corporation  
RE: Entry Level Lpn

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Entry Level LPN position at Acme Corporation that I discovered on your careers page. With a recent diploma in Practical Nursing from Riverbend College and a passion for patient care, I am eager to contribute my skills and dedication to your team.

During my clinical rotations at Riverbend Hospital, I received commendations for my ability to build rapport with patients and their families. I successfully assisted in a project that improved patient onboarding processes, which resulted in a 15% increase in patient satisfaction scores during my rotation. Additionally, I volunteered at the local community health fair, where I provided essential health screenings and education to over 100 attendees. This experience not only enhanced my clinical skills but also reinforced my commitment to promoting health and wellness in the community.

I am particularly drawn to Acme Corporation because of your commitment to innovative patient care and continuous improvement. I would love the opportunity to discuss how my background, skills, and enthusiasm for nursing can align with the goals of your organization. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,  
Jordan A. Williams

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