

Vanessa Melgarejo

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Mrs. Shannon Bates
Marquis Centennial
725 SE 202nd Avenue
Portland, OR 97233

Dear Mrs. Bates

I am requesting the opportunity to job shadow a CNA at your facility with this letter and attached resume. Before my great uncle, Carl Holm, was admitted to Marquis Centennial in 2013, my family and I provided care for him at home, as stated in my resume; my experience and knowledge shows that I am qualified for this position. After discussing my idea for a job shadow at your facility, my sister, a former CNA at Marquis Centennial (Kimmie Melgarejo), suggested that I contact you.

I plan on taking the necessary courses in the spring of 2015, when I am of age, to ready myself for a position as a CNA at Marquis Centennial, while still earning my honors diploma at Centennial High School. I've already accumulated the following strengths:

- Positive attitude
- Proven ability to communicate effectively
- Quick learner
- Ability to work with others
- Little to no directing needed when working

I'm confident that I obtain the skills and knowledge needed to job shadow someone in this profession. I look forward to meeting with you, please feel free to contact me with any questions you may have. Thank you for your time and consideration.

Sincerely

Vanessa Melgarejo