

COVER LETTER

Title Page

Student Name: Agnieszka Pacerowska

Student Number: 2440095

Module LCLM4006

Lecture: Ibrahim Rafai

Date: 19.02.2026

Dear Hiring Manager,

I am writing to express my interest in the Team Leader position within your organisation. With over two years of experience in elderly care and my current role as a Care Worker at AMG Nursing& Care service in Crew, I have developed the leadership, organisational, and interpersonal skills required to effectively support both residents and care staff.

In my current position, I deliver high-quality, person-cantered care while ensuring full compliance with safeguarding and health and safety procedures. I am responsible for maintaining accurate care documentation, supporting colleagues during demanding shifts, and promoting a positive and professional team environment. Achieving the Professional Elderly Care Certificate after one year further demonstrates my commitment to maintaining excellent standards of care and continuous professional development.

Alongside my practical experience, I am currently studying Business and Industry Related Management (BIRM) at the University of leadership, team dynamics, Communication of theoretical knowledge and hands-on experience has prepared me to take on increased responsibility and contribute effectively in a Team Leader capacity.

I am self-confident in my proficiency to lead by representative, remain calm under pressure, and support staff advance while guaranteeing residents receive safe, compassionate, and high-quality care.

Show gratitude you for returning my application. I appear forwards to the prospect to additional discuss how my skills and happening align with your societies need.

Agnieszka Pacerowska

JOB ADVERTISEMENT – TEAM LEADER (ELDERLY CARE)

Position: team leader – elderly Care

Location: Staffordshire

Salary: £13.50-£15.00 per hour

Company: AMG NURSING & CARE SERVICE

Job Description

We are seeking a compassionate and experienced Team Leader to support the Registered Manager in providing high-quality care for elderly residents. The role requires strong leadership, organizational skills, and the ability to work effectively with a team.

Key Responsibilities:

Supervising care staff during shift

Supporting residents with personal care, mobility, and daily activities

Administering medication (if trained)

Completing care plans and documentation accurately

Ensuring safeguarding and health & safety procedures

Acting as a role model for junior staff

Supporting training and development of new staff

Person Specification:

NVQ Level 3 in Health & social Care (or working towards)

Minimum 2 years' experience in elderly care

Leadership and team management skills

Strong communication and organisational skills

Ability to work under pressure

Compassionate, patient, and professional attitude

