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Dear, director of mac care Mr Stephen Jones

I am writing to express my interest in the management position and enclose my CV for your consideration.

I am a highly dedicated and self-motivated professional possessing experience in healthcare work. I have achieved a Level 2 Care qualification level 3 and a level 4 obtained last year and I am now studying a Level 5 Health and Social Care Degree to further expand my career aspirations as well as gain key knowledge to fulfil my role as a manager.

I was delighted to find this vacancy as I have recently begun my studies towards a Level 5 in Health and Social Care to gain a more in-depth understanding of my role in management of care home/nursing home. Although I have a good level of understanding in the care role and have experience in performing a care role and a senior post, I believe that this role alongside my degree will allow me to gain further insight and skills to help improve the level of excellence in the care that I deliver. I believe that alongside my studies I can flexibly provide an effective and efficient role within the company. I also see myself as a very dedicated person and have an eye for detail, if I do not understand something I learn to understand and gain knowledge which later, makes me improve as a person and employer.

I am looking to provide my extensive skills and experience within a role where my talents can bring true value. Recognised for my passionate and solution driven mindset at work, I believe I can fulfil this role to its fullest whilst also ensuring that health and safety remain key parts of my working experience. I can add to the environment and be an asset that will liven up the residents and provide them with the highest standard of care that I can take pride in.

Moreover, I am a proficient team player, adaptable when working collaboratively with others as this is an essential skill when working in a busy environment to ensure smooth running. However, I also have the ability to lead a team and ensure that both the residents and staff are happy, and performance is maintained all whilst dignity and respect is given, and I believe ideas if worth perusing through listening to employers, and families of residents is worth the experience and knowledge learnt to make a company succeed and take it to its full potential.

As someone who works well under pressure and who thrives in highly challenging working environments, I am confident that my experience and abilities would provide a positive influence within a positive and highly reputable company such as yours.

I welcome the opportunity to discuss my interest further.

Yours sincerely

Susan Doyle