

Julie Jones

Certified Nurse Assistant (CNA)



555 - 555 - 5555



julie.jones@gmail.com



New York, NY

Julie Jones
555-555-5555
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New York, NY

[Date]

Hiring Manager
[Company Name]
[Company Address]

Dear Hiring Manager,

I am writing to express my interest in the Certified Nursing Assistant position with your organization. With over 30 years of healthcare experience, including extensive clinical and behavioral health support, I bring a strong foundation in patient care, safety, and collaboration across multidisciplinary teams.

In my current role within a hospital setting, I provide direct and indirect patient care across multiple units, readily anticipating the needs of both clinical staff and patients in high-acuity environments. My responsibilities include 1:1 observation for individuals with immediate safety risks, assisting with activities of daily living, and documenting patient conditions with accuracy and consistency. I am adept at recognizing changes in patient status and communicating effectively with medical teams to ensure timely and appropriate care.

In addition to my clinical background, I have several years of experience in behavioral health and dual-diagnosis settings, where I guided patients through structured programs and worked closely with care teams. This work strengthened my ability to remain attentive, calm, and responsive in high-risk, emotionally complex situations.

I take pride in being dependable, detail-oriented, and committed to nurturing a safe environment for every patient. I would welcome the opportunity to join your team and uphold the excellent standard of care for which your organization is known.

Sincerely,
Julie Jones

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New York, NY

Work Experience

CNA | Dec. 2019 – Present

Hospital, New York, NY

- Engages with clinical staff to deliver direct and indirect patient care across multiple units, including ED, TCC, and CBDI.
- Provides 1:1 direct observation and redirection for patients with immediate safety risks, such as suicidal ideation, self-harm, and elopement.
- Administers delegated interventions for diverse patient populations (mental health, EOD, TCC, oncology, etc.).
- Assists patients with toileting, bathing, dressing, feeding, and other ADLs.
- Monitors patient condition and reports changes to appropriate clinical staff.
- Completes accurate documentation in both paper and electronic systems.

CDCA II & Behavioral Health Technician | Apr. 2018 – Jan. 2020

Recovery Center, New York, NY

- Helped clinicians manage patient caseloads by participating in individual, group, and family therapy within a dual-diagnosis setting.
- Conducted drug screenings and breathalyzer testing.
- Partnered with interdisciplinary teams to ensure continuity of care.
- Maintained accurate documentation and confidentiality at all times.

CDCA, QMHS | Aug. 2008 – Jan. 2018

Non-Profit Health and Wellness Organization, New York, NY

- Delivered direct behavioral health support within a community-based setting.
- Facilitated psychoeducational groups and structured treatment programs.
- Guided patients through intake processes and discharge planning efforts.
- Observed patient behavior and communicated relevant updates to clinical staff.
- Ensured accurate record-keeping while upholding strict confidentiality standards.

Qualifications

Compassionate Certified Nursing Assistant with 30 years of healthcare experience, including extensive clinical and behavioral health support. Skilled in delivering attentive patient care in high-acuity environments while collaborating effectively with interdisciplinary teams. Known for reliability and patient-centered care.

Education

High School

New York, NY

Honors Diploma, Dec. 1991

Licenses

STNA, Nov. 1991

CDCA, Mar. 2007

QMHS, Aug. 2008

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Work Experience (continued)

CDCA | Dec. 2004 – Jan. 2017

Recovery Services, New York, NY

- o Served patients across residential and outpatient care settings.
- o Led ED1 groups for adolescents, adult males, and adult women.
- o Performed drug screenings and breathalyzer testing.
- o Managed R.A. intakes and discharge planning.
- o Documented patient activity in paper and electronic systems.

STNA | Aug. 2007 – Jan. 2016

Home Healthcare, New York, NY

- o Promoted to AOD in 2014.
- o Worked closely with interdisciplinary team members to carry out therapeutic treatments aligned with individualized care plans.
- o Empowered patients to complete ADLs with verbal cuing and physical redirection.
- o Adhered to frequent rounding schedules to promote patient safety and stability.
- o Entered documentation into paper and electronic systems.

Certifications

CPR, Aug. 2020

First Aid, Aug. 2020

Technical Skills

– Type: 60 wpm

– Mac & Windows OS

– Google Workspace

– Adobe Acrobat