

(First and last name)



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## **Application as a (care or elderly care nurse)**

(please state exact job title)

with the request via mediation by

**INNO CONSULTING**

### **Short profile:**

(Street + House Number) (Postal Code + City) (Country)

Telephone: (.....)

Mobile: (.....)

WhatsApp: (.....)

Email: (.....)

### **Attachments:**

Cover letter, CV, school certificates, training certificates, employer references, and diplomas. Applicants from abroad should attach their German language certificate (B1 level).



**Maxi Mustermann, title**

Street and number

Postcode and city

Country

Mobile:

WhatsApp:

E-mail:

**INNO CONSULTING**

**Alexander C. Barth, employment agent**

**Breiter Weg 26**

**06295 Lutherstadt Eisleben (SA)**

**Germany**

**Email: [inno-consulting@gmx.de](mailto:inno-consulting@gmx.de)**

**Place + Date**

**Application as a nurse / geriatric nurse (or specify specialist nurse designation)**

Dear Mr. Barth,

You're looking for a "reliable nurse with heart." This phrase in your job posting immediately appealed to me. Because my seven years of professional experience as a nurse at the St. Muster Hospital in Musterbach, where I still work today, makes me the right candidate.

Even in stressful situations, I work diligently and with focus. For example, even with a tight schedule, I manage to maintain proper hygiene when setting up IV drips, as well as calm anxious patients and address their individual needs. Furthermore, I work conscientiously and am team-oriented – this is evident in my nursing documentation and organization, where I always plan ahead to ensure smooth processes.

Since I'm also particularly interested in the latest developments in medical treatment methods, I naturally also became aware of the new Muster method, which you are currently one of the first clinics in Germany to use to treat heart disease. I see experiencing the developments in this exciting field firsthand at your facility as an opportunity to further improve my career.



I can start work at the advertised position from (XX.XX.XXXX) subject to the notice period.  
I look forward to meeting you personally and remain

Best regards,

(Signature)

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Max Mustermann



# CV of (first and last name)

## Personal Data

First name Last Name :

Address :

Telephone number :

WhatsApp number :

E-mail address :

Date / place of birth :

Marital status :

Nationality :

## School education

0000 to 0000 :

0000 to 0000 :

Diploma :



**Vocational training**

0000 to 0000 :

**Professional Activities**

0000 to 0000 :

0000 to 0000 :

**Profile, knowledge and qualifications**

Languages :

Language tests :

Stays abroad :

Software knowledge :

Other skills :

Driving license classes :

Further training :

Further knowledge :

Hobbies :



**(Place and date)**

**(Signature)**

**NOTE:**

All personal information must be included in your resume. Tasks and spaces must be correctly filled in a tabular resume.