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LaPlata, MD 20000

March 25, 20XX

(Name)  
Nurse Recruiter  
Calvert Memorial Hospital  
100 Hospital Road  
Prince Frederick, MD 20678

Dear (name):

After reading the information on your website, I would like to apply for a position as a registered nurse on the Medical-Surgical Unit. I was most impressed with the variety of services I saw made available to the community, as well as the resources used to raise money for non-profit organizations such as the Calvert Memorial Hospital Foundation. I feel I would be a valuable addition to the nursing staff at your facility and can handle the responsibilities required to reach your vision of becoming a premier healthcare provider to the local community.

As an intern on a Same Day Surgery Unit this semester, I had the opportunity to participate in a seven week internship where I applied nursing and leadership skills. I followed several registered nurses, including the nurse manager, and provided care for six to nine patients a day. During this experience, I was able to perform admission assessments, provide information on advanced directives, start intravenous catheters, remove Foley catheters, administer medications, provide discharge teaching, and a few others as well. These skills are all applied on a Medical Surgical unit, which is why I am confident I will be able to utilize them to become an important asset to your facility. This experience also enforced how important it is to set aside time to talk to patients regarding their feelings. It is easy to get caught up in asking admission questions and then forget to see how the patient is feeling. There were several patients who thanked me as they were leaving for simply listening to them and making them feel genuinely cared for. I would like to bring this attitude and approach to Calvert Memorial Hospital.

During nursing school, I maintained a full academic schedule, worked at least twenty hours a week, and volunteered in the community. I have worked at an international retail store for the last three years and have learned the value of being a loyal employee and team player. This past summer I was chosen among three other employees to act as the stores Management Support Assistant. This promotion required that I demonstrate accountability and leadership by opening and closing the store, managing cash deposits of \$1500-\$8000, and creating employee schedules. This past fall I set aside time to volunteer at a local non-profit organization that assists individuals and families in economic crisis. Both experiences taught me the importance of having a strong work ethic, maintaining confidence, and being a person of integrity.

I am eager to begin my professional career in nursing as soon as possible. Furthermore, I look forward to having the opportunity to speak with you regarding registered nurse positions and hopefully meet with you in the near future to further discuss my qualifications. Thank you for your time and consideration. If I do not hear from you within two weeks I will contact you the week of (date)

Sincerely,

Xxxxx Xxxxx