

30000 Xxx Xxxxxx
Xxxxxx, MD 20000
(000) 000-000

April 4, 20XX

(name)
(title)
(company name)
(address)
(city, state zip)

Dear (name):

After exploring your website, I would like to apply for the advertised vacancy of the registered nurse position. Upon reviewing the job description, I feel I would be a valuable asset to the nursing staff of (hospital's name) and can handle the responsibilities that are outlined in the description. I particularly like how... (talk about what I like about that hospital.)

Throughout the course of nursing school I had the opportunity to participate in two internships. The first summer I was able to shadow a charge nurse and under her supervision provide care for up to eight patients. Several of the other nurses on the Multi-Specialty Care unit at Shore Health System took me under their wing and allowed me to perform skills, such as nasogastric insertion, foley insertion, and tracheotomy care just to name a few. This experience gave me a greater understanding of what it means to be a nurse and to see an experienced nurse in action on a day-to-day basis. The following summer I had the opportunity to extern on Peninsula Regional Medical Center's Telemetry Unit. This experience was joined with a class at Salisbury University, allowing me to provide total care for six patients. I received other nurses' reports in the morning, administered medications, fulfilled doctor's orders and protocols, called doctors when situations required such, admitted and discharged patients, and provided a report to the oncoming nurse at the end of my twelve hour shift. This was a confirming moment for me in nursing school; it gave me the confidence to know I could function as a nurse and be successful.

During nursing school I not only kept up with a rigorous nursing academic schedule filled with many clinicals, but also worked at least twenty hours a week and volunteered in the community. Every fall I assumed the duty of Assistant Coach at a local high school, which gave me the opportunity to work with teens and helped to develop my interpersonal and communication skills. In addition to the activities listed above I also participated in a women's soccer league along with church and family involvements. I definitely learned time management! Also, I have learned the value of being a loyal employee and the benefits of being a team player, as I worked for one employer most of my college career. I believe it's important to be conscientious, a person of integrity, and have a strong work ethic.

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

Sincerely,

Xxxxxx Xxxxxx

Enclosure