

June 14, 2007

Ms. Nurse Manager, RN, BSN, MA, OCN
Clinical Manager
Medical Oncology
The Caring Hospital
2500 Goodwin Lane
Anytown, CA 99999

Dear Ms. Manager:

I am interested in applying for a staff nurse position on your unit. Attached, please find my resume for your review.

As you know, I spent my six week preceptorship working under the direction of Super Nurse, RN, on your unit. I was impressed with the dedication, enthusiasm and compassion of the nurses on the unit.

My past career experience in software sales will be a benefit, I believe, as I embark upon my career in nursing. I am a focused team player who is organized, enthusiastic, empathetic and computer literate. With these skills, I think I would be a good match for the unit and The Caring Hospital.

I want to be employed by The Caring Hospital because of the value it places on nursing excellence, and now being the first Bay Area hospital to be awarded Magnet status. The hospital has a long standing record of high quality medical care and many outreach programs, which benefits the community in which I live.

I will complete my A.D.N. from De Anza College in June 2007.

I am available for an appointment anytime after July 5th. Please let me know when you would like to schedule an interview. I can be reached at 408-999-8888.

I look forward to meeting with you.

Sincerely,

Graduating Student