

Your Name
Address
City, State, Zip Code

Date

Mr/Ms. HR Staff Member Name
Human Resources Department
Employer's Name
Address
City, State, Zip Code

Re: Nurse Position

Dear Mr/Ms. HR Staff Member Name:

I am excited to learn of the employment opportunity in (Employer Name) for a (Position). I find nursing to be a rewarding and challenging career, which is why I have been (explain your education, volunteer work, etc in preparation that demonstrates your interest).

As you can see in my experience and education I have a natural desire to serve others. I would like the opportunity to become part of your team because I appreciate the patient-centered focus in your hospital/clinic/skilled nursing facility.

In my career to date, I have worked and volunteered in positions that give evidence of my commitment and capabilities including:

- (List examples here)
- (List examples here)
- (List examples here)
- (List examples here)

I am eager to have an opportunity to meet with you to discuss the requirements of the position along with my qualifications in greater detail.

I have enclosed my CV for your consideration. I will call you in the next few days to follow-up and see if there is a suitable time to arrange an interview. In the meantime, you can reach me at (your telephone number) or by email at (your email).

Thank you for your kind consideration,

Sincerely,

(Your name)

List of enclosures:
(CV/References/Etc)

