

SAMPLE STUDENT

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May 18, 20xx

Hiring Manager
XYZ Community Hospital 1200
West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am interested in being considered for the **Registered Nurse (RN)** position at XYZ Community Hospital, which is posted on your website. I feel that my clinical experience, education, attention to detail, and ability to work under pressure would allow me to make a positive contribution to your team.

As you can see from my resume, I am a Licensed Registered Nurse (RN) through the State of Illinois and have completed an Associate in Applied Science in Nursing from Harper College. The additional qualifications that allow me to stand out include:

- Experience delivering direct care to patients in multiple Medical and Surgical units which includes assessing, planning, implementing, and evaluating care
- Excellent communication skills and experience working collaboratively with interdepartmental staff to provide quality patient quality patient care
- Proficient in administering medication through IV's, taking and assessing vital signs, and charting patient information

I welcome the opportunity to become a part of the XYZ Community Hospital healthcare team, whose values include providing exceptional service to patients, families, physicians, and visitors. I look forward to the opportunity to discuss this position with you and provide further information about my qualifications or answer any questions. Thank you in advance for your time and consideration.

Sincerely, Sample

Student