

**SAMPLE STUDENT**

Palatine, IL 60062

847.555.1212

[s\\_student@gmail.com](mailto:s_student@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

---

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 **Staff Nurse-Post Surgical Unit** 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 Degree from Harper College. My additional qualifications include:

- Experience delivering direct care to patients in multiple Medical/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 and IV's, taking and assessing vitals and charting

I would 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 an opportunity to discuss this position with you at your convenience to provide further information about my qualifications and answer any questions. Thank you in advance for your time and consideration.

Sincerely,

Sample Student