

Sara Smith
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May 18, 20xx

Ms. Jane Smith
Human Resources Manager
XYZ Health Care
1200 West Algonquin Road
Palatine, IL 60067

Dear Ms. Smith:

I am interested in being considered for the position of **Licensed Practical Nurse (LPN)** at XYZ Healthcare, which was posted on Harper College's online job posting system. I feel that my clinical experience, current Licensed Practical Nurse (LPN) licensure in the State of Illinois and completion of the Practical Nursing Certificate program would allow me to be an asset to your team.

The attached resume details my professional experience and skills; however, I would like to highlight a few qualifications that meet your needs:

- Experience providing direct care to patients in a hospital setting which includes obtaining and recording relevant patient health information and taking vital signs
- Well-versed in the set-up and preparation of exam rooms as well as cleaning, stocking and maintaining medical equipment
- Excellent communication skills and experience working collaboratively with physicians and nursing staff
- Ability to lift, move and carry residents
- CPR and AED Certified by the American Heart Association

I would welcome the opportunity to become a part of the XYZ 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 in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you in advance for your time and consideration.

Sincerely,

Sara Smith