

# Sample Cover Letter Experienced Nurse

Janet Jones  
1 Yonge St  
Toronto, ON  
Z10 1X0

Date

Ms. Jane Smith  
Program Director  
Palliative Care Program  
General Health Centre  
City, Province, Postal Code

Dear Ms. Smith:

I am writing in response to the advertisement posted on the General Health Centre's website for a registered practical nurse position in the expanded Palliative Care Program.

As a staff nurse working in an oncology unit for 5 years, I am excited about the expansion of your palliative care program and the opportunities it will create for patients and staff. Through my experience to date, I have developed clinical expertise and in-depth knowledge in caring for oncology patients. I have also participated in several initiatives with community agencies to facilitate early discharge, which has increased my awareness of the need to expand the palliative care program at your facility. My enclosed résumé provides further details about my qualifications, skills and accomplishments.

I would appreciate the opportunity to discuss my potential contribution to your organization's palliative care program. I look forward to hearing from you. I can be reached at (phone/email).

Sincerely,

Janet Jones, RPN

Adapted from:

Donner, G., & Wheeler, M. (Eds.). (2004). *Taking control of your nursing career* (2nd ed.). Toronto: Elsevier