

Cover Letters for Nursing -Job Application

Your Name
Your Present Address
City, State, and Zip Code
Telephone Number
E-mail Address
Date

Addressee's Name
Title
Organization Name
Street Address
City, State and Zip Code

Dear Ms. / Mr. (Last Name):

I am currently a Nursing student of Grand Canyon University and am writing in response to your advertisement in the local Employment News for a certified nursing assistant, CNA/PCA, for your emergency wards.

As you can see in the enclosed resume, I have a very strong academic background in nursing combined with more than five years work experience in health and medical care. My recent internship at Major Hospital in Phoenix allowed me to further develop and strengthen my communication skills. I believe that I could make a significant and valuable contribution in your firm.

I would appreciate the opportunity to discuss how my education and experience will be beneficial to [Organization Name]. I will be contacting you tomorrow morning by phone to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,

Your Name
Senior Student, Nursing,

Enclosures:

1. Resume - myresume.doc
2. Letter of appreciation by The Head of Department, Nursing, GCU. - appletter.doc