

Sample Template – Nursing Cover Letter 1

Your Name

Address 1 | Address 2 | Phone | Email

[Date]

Recruiter Name and Title

Company name

Company address

City, State, Zip code

Re: (insert position applying for)

Dear (insert recruiter's name):

I am applying for the RN position at ABC Medical /Surgical on 4NW. As a twenty year nursing professional, I believe I possess the excellent clinical assessment and customer service skills required for this position. My proven track record of patient advocacy and flexibility make me an ideal candidate for Surgical Nursing and I believe I will be an asset to your professional nursing staff.

I have cared for and comforted a wide range of patients during the past "x" years in my current RN position. I have worked as break relief nurse and floated to various units including Surgical, Orthopedic , PTU and GI recovery, and Intermediate Telemetry. My longevity demonstrates my dedication to my work, to my employer, and my ability to work effectively in a wide range of roles. I am always eager to assume additional responsibilities, doing so cheerfully and approaching every encounter with integrity and purpose.

Having the opportunity to work with the surgical patient population on 4NW, confirmed my desire to advocate for and support patients transitioning through their major medical/surgical events. The variety of surgical cases, identifying and understanding the needs of these surgical patients and providing them with care at their most vulnerable time is right in line with my interests as a nursing professional.

I am very interested in this RN position on your unit, and would welcome the opportunity to be a part of your team and continue my rewarding career with the ABC SYSTEM. I look forward to sharing more with you in an interview and I thank you for your consideration.

Sincerely,

Your Name

Sample Template – Nursing Cover Letter 2

Your Name

Address 1 | Address 2 | Phone | Email

[Date]

Recruiter Name and Title

Company name

Company address

City, State, Zip code

Re: (insert position applying for)

Dear (insert recruiter's name):

I am writing in response to your online posting at **insert name of organization** for the position of **insert name of position**. My background in nursing should be of interest as you consider ideal candidates for this position.

I hold a BSN and have four years of direct patient care at [**name of hospital**]. I was responsible for **insert an example of something that you accomplished that would stand out and be relevant to an employer**.

As your mission statement itself says, an institution such as [**name of prospective employer**] offers the ability to handle complex cases that community hospitals rarely see. The level of skill required at such a facility I'm sure is correspondingly more complex. I've demonstrated that I am prepared for that challenge.

I am a state-licensed RN, and I am certified in BLS and CPR for the Professional Rescuer.

I look forward to meeting with you to discuss how my skill set will complement and expand what's already in place at [**name of prospective employer**].

Sincerely,

Your name, with credentials