

NAME

Address
City, State, Zip

Telephone Number
Email Address

Date

Name
Hospital Name
Address
City, State, Zip Code

Dear Mr./Ms. _____ or Nursing Recruiter;

Please accept my resume for your review in consideration for the position of Staff Nurse. This is in response to an advertisement that was in the Chicago Tribune. I am currently interested in exploring employment opportunities with your organization. While I ideally would like to work with pediatric patients, I would strongly consider any staff nursing position that may be available. I am willing to work all shifts.

My work experience as a CNA, clinical experiences and volunteer work at Uptown Women's Homeless Shelter have enhanced my nursing skills and provided a broad base of knowledge. Through these experiences, I am able to see firsthand the excellent quality of patient care, the cooperative multidisciplinary approach, and the value of patient satisfaction. These experiences have been extremely beneficial and have enabled me to confirm my commitment to the field of nursing.

In addition to my nursing skills, I will bring to my next employer strong organizational skills and leadership through my extra-curricular involvement. Faculty and supervisors have commented on my ability to manage multiple tasks simultaneously while maintaining a high level of enthusiasm for the project at hand.

Thank you for your time in reviewing my resume. I would welcome the chance to meet with you to discuss possible employment opportunities. I will be available for an interview at your convenience and may be reached at 630-123-4567. I look forward to hearing from you.

Cordially,

Name