

Example covering letter

Mrs A Shortlister
Some NHS Trust
Somewhere
Somewhere Bigger
Postcode
Today's date

Miss A Student
33a Bradford St
Bradford
BD5 0BB
Tel: 01274 999999
email: a.student@bradford.ac.uk

Dear Mrs Shortlister

RE: Position of Staff Nurse Band 5 in some clinical area

Please find enclosed my application for the above post.

I am a final year (insert Field) nursing student, undertaking the (insert full course name) at the University of Bradford. I will complete the course on (date) and will be eligible for registration with the Nursing and Midwifery Council following that date. I am now seeking my first post as a newly qualified nurse and I am particularly interested in working in the area of (whatever job is being offered/you are interested in). The post offered by (name of Trust/clinical area etc.) would allow me to begin my career in nursing in my chosen field of work and, because your organisation's reputation for excellence (might be true, might not) in this area of practice is well-known, I am sure that this would be the best start to my career as a nurse.

I have gained valuable experience in patient care throughout my clinical placements and I have particularly enjoyed placement(s) that have been focused on (insert field of work related to the job). I have integrated well into the team, become highly involved and gained a wide experience in the delivery of care in (the field of work related to the job).

Prior my nursing studies I worked as a sales assistant in a large retail store and developed my career there, eventually becoming a departmental supervisor. This experience enabled me to become an effective member of the team and to develop excellent skills in communication, organization, documentation and delegation as well as conflict management and dealing with complaints.

Throughout my studies I have worked part time as a health care assistant and continue to do so. This demonstrates my motivation and organisational skills. I have consistently achieved excellent grades (be honest) in both academic and practice assessments during my studies and I am an enthusiastic learner and relish working with people in a challenging and ever-changing work environment.

I hope that you will find my application to be suitable to your requirements; I am available for interview at your convenience and I look forward to hearing from you.

Yours sincerely,

Anne Student (Miss)