

Sample Cover Letter - Nursing

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18 April 2015

Joan Campbell
Graduate Recruitment Co-ordinator
St Joseph's Hospital
123 Victoria Street
MELBOURNE VIC 3000

Dear Ms Campbell

Re: Graduate Nurse Program

Thank you for taking the time to explain your program when I met you at the St Joseph's Graduate Program information session in March. I am now submitting my application for St Joseph's Hospital's Graduate Program. I am particularly interested in joining St Joseph's Hospital as I understand from our conversation and my research that you place a strong emphasis on holistic patient care. Having gained considerable professional insight through the observation and experience gained in my clinical placements, I have been able to see first-hand that this leads to better outcomes.

My Bachelor of Nursing degree at Monash has given me an excellent understanding of traditional nursing practices, new technology and caring values. During my three clinical placements I learned a range of nursing skills on the job, while developing the ability to think on my feet and learn by doing. I especially enjoyed my rotation on the emergency ward and aspire to specialise in this area one day.

I have also been able to develop knowledge in a range of practice settings and have been trained in problem-solving and clinical reasoning. Through my successful practice assessment I have proven that I am competent and safe in the practice of clinical nursing skills and am able to work within legal and ethical standards of practice.

I communicate well and have excellent attention to detail, as attested to by the Deputy Director of Nursing at Happy Days General Hospital who was especially impressed with my skills during my clinical placement there and offered me a professional reference. In addition to my studies, my employment experiences have helped me to develop a number of qualities and skills, particularly team work. My main role at Fine-Food Supermarket is to work collaboratively with staff, supervisors and merchandisers in organising floor space.

To support my application for the St Joseph's Hospital Graduate Program I have enclosed copies of my resume, academic transcripts and clinical placement reports. Thank you for your consideration, I am eager to discuss my application with you in more detail and look forward to hearing from you, please feel free to contact me any time on 0413 447 946.

Yours sincerely

Andrea Douglass

Attached: Resume, Clinical Placement Reports and Academic Transcripts

GRADUATE NURSE PROGRAM ST JOSEPHS HOSPITAL

St. Joseph's Hospital is a private hospital located in Warragul and is a facility of the Sisters of Charity Health Service. St Joseph's has been servicing the community for 100 years and has a reputation for providing quality holistic health care in a compassionate and highly personalised atmosphere. We are a 150 bed facility and have been fortunate to receive funding for establishing an emergency medicine facility. It is expected that this will be operational in May 2015.

We currently have vacancies for our Graduate Nurse Program which commences August 2015. To be eligible to apply for must have:

- Completed a Bachelor of Nursing by July 2015
- Eligible for registration with the Nurses Board of Victoria

Added to this you must demonstrate strong attention to detail, be able to think on your feet and learn by doing and have the ability to communicate well, work collaboratively with patients, their families and all levels of hospital staff.

Applications close 25 April 2015. You must include a certified copied of your academic transcript and copies of your clinical placement reports.

For more information contact Joan Campbell, ph: 03 9544 8444 or email j.campbell@stjosephs.org.au.