

# **Letter of Intent For Promotion For Nurse**

**Taylor Adams, RN**  
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**May 24, 2024**

**Dr. Emily Johnson**  
**Hometown General Hospital**  
**789 Health Way**  
**Hometown, TX 75000**

Dear Dr. Johnson,

I am writing to formally express my interest in the Nurse Manager position at Hometown General Hospital. Having dedicated seven years to this institution, I believe my experience, skills, and commitment make me an ideal candidate for this promotion.

During my tenure, I have consistently strived to provide exceptional patient care and contribute to the efficiency and effectiveness of our nursing team. Highlights of my contributions include:

- Implementing patient care protocols that have improved patient outcomes and satisfaction scores.
- Leading in-service training sessions that have enhanced the clinical skills and knowledge of our nursing staff.

- Mentoring new nurses, providing guidance and support to help them transition into their roles successfully.
- Actively participating in hospital committees focused on quality improvement and patient safety.

I am particularly proud of initiating the patient-centered care program, which has led to a 30% increase in patient satisfaction and a significant reduction in readmission rates. This experience has further fueled my passion for nursing leadership and my desire to take on greater responsibilities within our hospital.

I am confident that in the role of Nurse Manager, I can contribute even more to Hometown General Hospital by fostering a supportive and collaborative work environment, promoting best practices in patient care, and driving continuous improvement initiatives. I am eager to continue advancing our hospital's mission and ensuring the highest standards of care for our patients.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and goals align with the needs of our hospital.

**Sincerely,**

**Taylor Adams, RN**

**Current Position: Senior Registered Nurse**

**Hometown General Hospital**