

March 28, 2008

Nancy Nurse
123 Main Street
Any town, USA 12345

Christine Tierney, RN, C, MSN
Nurse Recruiter
Clara Barton Hospital
5501 Old York Rd
Philadelphia, PA 19141

Dear Ms. Tierney:

I am responding to your advertisement for staff nurse that appeared in the February 2008 issue of Nursing Spectrum. As you can see from the attached resume, I have a strong background in clinical specialty area(s) nursing.

I have molded my career from its inception to achieve my goal of becoming a Registered Nurse. My experience and education have provided me with excellent knowledge of patient assessment and treatment including medical surgical practices, acute patient care and patient relations. This, coupled with my attention to detail, organizational and communication skills will allow me to make a substantial contribution to Clara Barton Hospital.

I believe that a challenging environment such as yours will provide an excellent opportunity for me to best utilize my skills while contributing to the healthcare community, patients, and their families.

I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your hospital. I will call you the week of April 6, 2008 to establish a convenient time for us to meet and further discuss my qualifications. I look forward to learning more about Clara Barton Hospital and the possibility of becoming part of your team.

Sincerely,

Nancy Nurse, RN