



Sample Cover Letter

Date

Dr. Robert Jones
ABC Pediatrics
Somewhere, USA

Dear Dr. Jones,

In response to your recent advertisement in the Journal Pediatric Health Care, I note with interest that your job requirements are compatible with my background, education, and experience. If you have any information on the practice, hospital or unit, add quality or asset you value in the job opportunity.

My over twenty years of experience as a Pediatric Nurse Practitioner in private practice and the hospital setting makes me eminently qualified to meet your patients' health care needs. I bring a history of quality patient care and experience together with a professional approach that will enhance your pediatric practice. The attached resume highlights my diverse background.

I appreciate your taking the time to review my credentials and experience. I will contact your office in the next two weeks to see if you require any additional information regarding my qualifications and to learn more about the employment opportunity. Thank you for your consideration.

Sincerely,

Susan Smith, MS, RN, CPNP