

**Maria Sotevska**  
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Dubbo NSW  
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Lauren Chan  
Position  
Facility  
Street address  
Suburb State Postcode

Dear Lauren

**Re: Advertised position – Deputy director of nursing**

Please accept my application for the deputy director of nursing position advertised recently. As someone with over seven years' experience in aged care with a proven ability to manage both patients and staff, I believe I would be an ideal candidate for the job. I have a genuine passion for aged care and always bring an enthusiastic 'can do' attitude to my work.

During my work as a registered nurse in aged care, I've worked as a relief deputy director of nursing, and also been frequently in charge of my aged care facility during night shift. During this time I've been in charge of managing patients and other nursing staff, especially enrolled nurses and assistants in nursing. I have developed a good ability to keep a cool head when things get busy, and juggle the needs of rostering shifts to suit the staff and ensure the safety of the residents.

I am seeking to permanently upgrade into the deputy director of nursing position, and this job offers me the perfect opportunity to bring my skills into a new environment. I look forward to hearing more about the facility and meeting some of the residents. Please find my résumé attached.

Sincerely,

Maria Sotevska