

Nursing Cover Letter Provided by the
Office of Career Development at Nova Southeastern University

Suggested Cover Letter Format for Nursing

Date

Name of Contact

Title

Name of Organization

Address

City, State, Zip Code

Dear _____

*First Paragraph: **Introduction:*** Begin this section by indicating the position and company you are applying for and how you became aware of this opportunity. This is where you can introduce yourself talking about your major and overview of your background as it relates to the position. Start discussing what degree you have been working on, when you plan on taking the necessary certifications, and your overall interest in the field. This is also the place to mention something you learned about the company and how it relates to you. In the introduction it is best to mention the skills and abilities that make you the ideal fit or excellent candidate for the position.

*Second Paragraph: **Body:*** Give one or two examples of relevant projects that would be of most interest to the employer. This is a good place to go into a little more detail about the PAR* statements on your resume. Here is the opportunity to discuss your clinical rotations, extracurricular activities, community involvement, and other valuable experiences that helped you develop certain skills mentioned in the introduction. The more details you provide, the more your document will stand out to employers as long as you are connecting the dots on how these experiences relate to the job opportunity.

*Third Paragraph: **Closing:*** Thank the employer and mention how excited you are about this position. Make sure your closing is strong and asks for the interview. This is also where you can restate your contact information for a future interview.

Sincerely,

Sign your name here

Your name (typed)

Mike D. Miller

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LinkedIn: <http://www.linkedin.com/in/millermike>

January 24th, 2013

Maria Gonzalez
Director of Nursing Services
West Kendall Baptist Hospital
16508 SW 88th St, Miami, FL 33196

Dear Mrs. Gonzalez,

Please accept this letter and the attached resume for the Emergency Care Nursing position at West Kendall Baptist Hospital. I became aware of this position from discussions with former preceptors, specifically Jake Long and Christian Suarez from Jackson Memorial Hospital. As an expected graduate of a Bachelor of Science Degree in Nursing in May 2013, I plan to take my NCLEX in June 2013. I am a motivated and passionate individual with a desire to help critically ill patients and give back to the community as a whole. I believe that my leadership, communication, teamwork, ability to build relationships with patients from various backgrounds and dealing with different degrees of health related issues make me an excellent candidate for this position.

I have an ability to build meaningful relationships with others, which is reflected in my clinical experiences. As a clinical intern in the Trauma unit at Baptist Memorial Hospital, I spent time communicating to patients the plan of care being implemented in a manner that comforted individuals by providing them with clear insights on the reasons behind interventions and medical treatments. I believe as a nurse it is necessary to find avenues in which you can connect with patients and build rapport, which will make them more comfortable with the overall process and thus disclose valuable information as it relates to their health. During my experiences in the psychiatric unit at Jackson Memorial Hospital, I further developed my abilities to decipher strategies to implement when working with patients who are dealing with mental illnesses or functional limitations. I participated in various workshops as a psychiatric care intern including alcohol awareness and those that involved working with bi-polar individuals in dealing with certain stimuli including reading and writing.

My leadership skills are reflected in my extracurricular involvement and the role I would play within my clinical rotations. I collaborated with colleagues and superiors at Jackson Memorial Hospital to assess individual cases, acute and critical, and to determine the best plan of care for each patient. As a professional, I am always looking for avenues to improve my abilities and help others. As president of the pre-nursing society, I created a panel discussion involving various professionals in the healthcare/nursing field to provide information on the challenges and responsibilities correlated with such medical positions. As a new nurse in the field, I will dedicate my energy to providing the best possible patient care.

Thank you for your consideration. I look forward to hearing from you and possibly meeting for an interview.

Sincerely,

Mike Miller