

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Healthcare Facility's Name]
[Facility's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Nursing Leadership position at [Healthcare Facility's Name] as advertised [mention where you found the job listing]. With [number] years of experience in nursing and a proven track record of leadership in [specific area of nursing or healthcare], I am excited about the opportunity to contribute to your team and advance patient care.

In my most recent role as [Your Current/Most Recent Job Title] at [Your Current/Most Recent Employer], I [briefly describe relevant responsibilities, achievements, or projects that demonstrate your fit for the leadership role]. This experience has honed my skills in [mention specific skills relevant to the position, such as team building, conflict resolution, program development, etc.].

I am particularly drawn to this position at [Healthcare Facility's Name] because [mention specific reasons related to the organization's mission, vision, or values that resonate with you]. I believe that my approach to nursing leadership--[insert your leadership philosophy or style]--aligns well with your goals, and I am eager to foster a culture of excellence in nursing practice.

I have attached my resume for your review. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Healthcare Facility's Name].

Warm regards,

[Your Name]

[Attachment: Resume]