

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Nursing Residency Program at [Institution/Organization Name], as advertised [mention where you found the job listing]. With my recent completion of a Bachelor of Science in Nursing from [Your University] and my clinical rotations in [mention specific areas of nursing], I am eager to further develop my skills and contribute to your esteemed program.

During my clinical experiences, I had the opportunity to work in [specific departments or settings], where I developed a strong foundation in patient care and effective communication. I am particularly drawn to [specific aspect of the residency program or institution], as it aligns with my passion for [state your nursing interest or specialization].

I am impressed by [mention any specific projects, values, or initiatives related to the institution], and I am enthusiastic about the possibility of being part of a team that prioritizes [mention specific values or goals]. I am committed to lifelong learning and am excited about the professional growth opportunities offered through the residency.

Enclosed with this letter are my resume and letters of recommendation. I look forward to the opportunity to discuss my application further and to learn more about how I can contribute to [Institution/Organization Name].

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Credentials, if any]