

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

Dear [Recipient Name],

I am writing to express my interest in the [specific nursing position] advertised on [where you found the job posting]. With a [degree/certification] in nursing from [Your Educational Institution] and [number] years of hands-on experience in [relevant nursing specialties or settings], I am eager to contribute to your team at [Hospital/Healthcare Facility Name].

****Professional Summary****

- [Briefly highlight your nursing background, areas of expertise, and strengths.]

****Education****

- [Degree, major] - [Institution Name, Graduation Date]

- [Any relevant certifications, e.g., RN, BSN, ACLS, BLS]

****Work Experience****

1. ****[Job Title]****

[Employer Name, Location]

[Start Date] - [End Date]

- [Responsibility/achievement 1]
- [Responsibility/achievement 2]
- [Responsibility/achievement 3]

2. ****[Job Title]****

[Employer Name, Location]

[Start Date] - [End Date]

- [Responsibility/achievement 1]
- [Responsibility/achievement 2]
- [Responsibility/achievement 3]

****Skills and Qualifications****

- [Skill 1]

- [Skill 2]

- [Skill 3]

- [Skill 4]

I am particularly drawn to [Hospital/Healthcare Facility Name] because [mention specific reasons related to the facility, its mission, values, or any relevant programs]. I believe my background in [specific skills or experiences] aligns well with the goals of your team, and I am committed to providing high-quality patient care.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can contribute to the exceptional nursing team at [Hospital/Healthcare Facility Name].

Sincerely,

[Your Name]