

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

Dear [Recipient's Name],

I am writing to inquire about potential Registered Nurse (RN) job openings at [Hospital/Facility Name]. I am a [Your Degree, e.g., Bachelor of Science in Nursing] graduate and have [X years] of experience in [Area of Expertise, e.g., emergency care, pediatrics, etc.].

I am particularly interested in [specific department or unit, if applicable], as I believe my skills in [mention relevant skills or experiences] would be a valuable addition to your team.

Please let me know if there are any current or upcoming vacancies, as well as any further steps I should take to apply. I appreciate your time and consideration.

Thank you,  
[Your Name]