

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Hospital/Clinic Name]  
[Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to inquire about potential job openings for nursing positions at [Hospital/Clinic Name]. With my background in [specific nursing specialty] and [number] years of experience in diverse healthcare settings, I am eager to explore opportunities where I can contribute to your team.

I hold a [Degree/Certification] in Nursing from [Your Nursing School] and have worked in [briefly describe relevant experience, skills, or specialties]. My commitment to providing compassionate, patient-centered care drives me to continually improve my skills and knowledge in the nursing field.

I am particularly drawn to [Hospital/Clinic Name] because of [specific reason related to the organization's values, mission, or patient care approach]. I would love the opportunity to discuss how my skills and experience could align with the needs of your nursing team.

Thank you for considering my inquiry. I look forward to the possibility of discussing this with you further.

Sincerely,  
[Your Name]