

[SAMPLE COVER LETTER: NURSING – Simmons University Career Education Center]

123 Court Street
Anytown, MD 21225

February 3, 2011

Susan Brown
Nurse Recruiter
University Hospital
123 Wolfe Street, Wheeler 223
Anytown, NY 21205

Dear Ms. Brown:

I was so pleased to see the announcement recently posted on the University Hospital (UH) website for new nursing graduates. My clinical supervisor, Carol Mahoney, from the critical unit at the UH/ Nelson 2, strongly encouraged me to apply. Presently I am completing my leadership rotation in this unit, and am confident that I will continue to develop as a nurse, particularly as I provide care to a diverse patient population.

In May 2011, I will graduate from the Simmons University School of Nursing and am particularly excited about this opportunity because of your reputation for innovations in oncology, and for the UH's noted contributions as a teaching hospital. Through my clinical rotations, I have had the opportunity to work in several settings, including med/surg, critical care, and ER. These experiences enabled me to demonstrate my strong organizational skills, attention to detail, and ability to relate well to patients.

In addition to my nursing skills, I have developed strong leadership skills on campus. As the president of the Simmons chapter of the National Student Nurse Association, I have planned several community service activities, including a blood drive for undergraduate students with an 81 percent participation rate.

I am very interested in continuing my nursing career at the University Hospital and am confident my skills and experience have prepared me well to contribute to your team. I will contact you during the week of February 10 to discuss career opportunities. Thank you for your time and consideration, and I look forward to meeting you.

Sincerely,

Mary J. Jobseeker