5555 Crimson Road

Duluth, MN 55811

March 24, 20XX

Director of Personnel

Essentia Health- St. Mary’s Medical Center

407 East Third Street

Duluth, MN 55805

Dear Director of Personnel:

Per your postings on the Essentia Health website, I am writing to state my interest in the Registered Nurse positions at St. Mary’s Medical Center. I am a recent graduate and a newly licensed registered nurse. Also, I believe that my educational background and work experiences can make a tremendous contribution to your facility. As one of the nation’s largest rural health care systems, I admire your vision and mission in “making a healthy difference in people’s lives” by serving high quality, safe, and cost effective care to a variety of patients.

As noted on my resume, I have a vast variety of clinical and work experiences that have positively shaped the nursing knowledge and skills I possess. My background as a Nursing Assistant at GoldPine Homes Inc. and Steven’s Community Medical Center has allowed me to work collaboratively as part of a team to provide high quality care and emotional support to patients and their families. These experiences have also introduced me to multiple medical conditions and assisted in enhancing my critical thinking and assessment skills. I demonstrate exceptional proficiency in patient- and family-centered care and possess strong interpersonal relationship skills used to develop rapport with clients, family, and peers. My StrengthsQuest strengths of Achiever, Adaptability, Restorative, Communication and Analytical will serve my patient’s well and allow me to work as part of a team.

My application is only able to tell you a little about my passion. As a fresh and enthusiastic nurse, I would be grateful for the chance to meet you, at a time of your convenience. During this time I can further discuss my background, qualifications, and strengths in detail. I am also interested in learning more about St. Mary’s Medical Center. I can be reached at (555) 555-5555 or via email at buckybeaver@gmail.com

Thank you for considering me for this exciting opportunity.

Sincerely,

Bucky Beaver

Bucky Beaver –RN