JOHN DOE

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June 1, 2016

Lincoln Hospital

Ms. Torres

Human Resources Manager

1120 ABC Avenue, Suite 111

Bronx, NY 10451

I am writing to express my interest in the Nursing position at Lincoln Hospital. I am an enthusiastic candidate with the skills and attributes necessary to contribute to patient care needs at your healthcare facility.

As you can see from the attached resume, my clinical experience has allowed me to attain a foundation of skills necessary to ease into my career as a Registered Nurse. I feel my knowledge of medical terminology, customer service and medical computer software would be a valuable asset. With this experience, I have developed strengths in communication, collaboration, and information technology

During my clinical experiences at Riverdale Hebrew Home, I obtained a wide range of nursing skills on the job while also developing critical thinking skills. In addition to the skills learned in school and during my clinical experience I have also learned the importance of prioritizing and managing time efficiently. I believe that the skills that I have attained are the basic foundation to being an effective nurse.

I welcome the opportunity to discuss with you how I might best fulfill the present needs for the Registered Nurse position at your health care facility. Until then, thank you for your consideration and I look forward to meeting with you. I can be reached at 718-111-1234.

Regards,

John Doe