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[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State XXXXX]

[(XXX) XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

I’m pleased to be writing to you today regarding my application for the nursing position advertised on (Website Name). I believe my qualifications and experience make me an ideal candidate for this job.

I have a Bachelor’s Degree in nursing and 6+ years of proven experience effectively and efficiently managing both patients and staff. I am an extremely organized, calm, and patient professional with excellent healthcare skills. I have a passion for providing quality care to patients, and the necessary leadership skills to inspire other staff members to strive to provide above standard levels of service.

In my present role as registered nurse at Chicago Medical Center, I am tasked with evaluating the medical conditions of up to 20 patients daily, and developing and directing a rotational system to manage the care of patients and otherwise coordinate workforce management. During this time I’ve been recognized as a dedicated, ambitious, and reliable person who has the ability to work without supervision.

In addition, my four years of experience as an Assistant Nurse at Bright Spot LTD helped me realize and implement clinical duties I learned during the course of my education. While employed there, I was commended for proficiently handling difficult situations with patients and their family members.

I believe a relationship with your company would be mutually beneficial, as I am seeking a challenging work environment where I can use my skills to the fullest extent. I look forward to hearing from you, and would love to explain my skills further during an interview. Please find a detailed account of my work history in the attached resume.

Sincerely,

[Your Name]

ENTRY LEVEL NURSE



your.name@gmail.com

(XXX) XXX-XXXX

142 Your Address Blvd, City Name, CA XXXXX

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)