

SAMPLE: BLIND COVER LETTER

4200 Pine Street
Philadelphia, PA 19104

March 7, 2005

Ms. Sally Parker, Nurse Recruiter
Pennsylvania Hospital
900 Pine Street
Philadelphia, PA 19107

Dear Ms. Parker:

I am writing to express my interest in serving as an RN at Pennsylvania Hospital. I will be graduating in May with my B.S.N. from the University of Pennsylvania. While I ideally would like to work with oncology patients, I would strongly consider any staff nursing positions which may be available. I am willing to work evenings, weekends, and am amenable to all shifts.

As indicated in my enclosed resume, I was employed last summer as a Nurse Extern on a medical/surgical floor at Pennsylvania Hospital. This experience increased my nursing skills and provided me with a broader base of clinical knowledge. This semester, I am conducting my senior leadership experience at Pennsylvania Hospital, in the dedicated AIDS and oncology unit, where I am gaining exposure to another outstanding aspect of your facility. Through these experiences, I have been able to see first hand the excellent quality of patient care, the cooperative multi-disciplinary approach, and progressive techniques that are trademarks of Pennsylvania Hospital.

In addition to my nursing skills, I will bring to my next employer strong leadership and organizational skills gained through my extra-curricular involvement. Balancing course work, clinical experiences, and a work study job at Penn's Student Health Office with my leadership position in Student Nurses at Penn has required commitment, time management and, often, a well regarded sense of humor. Preceptors, advisors, and supervisors have commented on my ability to manage multiple tasks simultaneously while maintaining a level of enthusiasm for the project at hand.

I would be delighted to begin my career with Pennsylvania Hospital. I will contact you the week of March 21 to see if we can arrange a mutually convenient time to meet for an interview. If you would like to contact me, my home phone number is 215-555-4177, and my e-mail address is nurseemily@yahoo.com. I look forward to speaking with you.

Sincerely,

Emily Ratchett

SAMPLE: COVER LETTER INITIATED BY REFERRAL

123 North 4th Street
Atlanta, Georgia 55443

May 30, 2005

Ms. Tonya Hill
Nurse Recruiter
Emory University Hospital
Atlanta, Georgia 55443

Dear Ms. Hill:

I am writing to introduce myself to you at the suggestion of Dr. Howard Patterson, who is a long-time family friend. As a newcomer to Atlanta, I have heard a great deal about the high quality of nursing care at Emory University Hospital. My professional goal is to enhance my medical/surgical background in a university affiliated hospital, and eventually to work in a surgical step-down unit. I therefore would like to be considered for any available positions at Emory University Hospital.

As indicated on my resume, I hold a B.S.N. from the University of Pennsylvania and have had clinical rotations in a variety of hospital and non-hospital settings. My Senior Leadership Experience provided a particularly intensive involvement in the surgical step-down unit of the Hospital of the University of Pennsylvania, and my nurse externship at Yale-New Haven Hospital last summer also afforded me exposure to a similar unit, with the added opportunity to participate in various procedures. These experiences were extremely beneficial and enabled me to confirm my commitment to the field of nursing. For the past year I have also volunteered at a home health agency, which has been a rewarding and challenging experience, and has helped me to develop my skills in working with patients recovering at home from surgical procedures.

Thank you for taking the time to review my resume. I would welcome the chance to meet with you to discuss possible employment opportunities. I will be available for an interview at your convenience and may be reached at (515) 555-1212, or via e-mail at monichev@hotmail.com. I look forward to hearing from you.

Sincerely,

Monique Chevalier

SAMPLE: COVER LETTER TO PROFESSIONAL ACQUAINTANCE

23 River Road
Philadelphia, PA 19111
(215) 555-8997

May 2, 2005

Dr. John Smith
Smith and Jones Associates
1400 E. Lakeside Road
Haddonfield, NJ 00544

Dear Dr. Smith:

As you know, I will be graduating in August with my M.S.N from the Women's Health Care Nurse Practitioner Program at the University of Pennsylvania. I am writing to confirm that I am very interested in pursuing the nurse practitioner position that you mentioned to me last week. I believe my gynecology and women's health care background coupled with my nurse practitioner training would be most appropriate for this position.

As the enclosed resume indicates, my clinical and research interests and expertise are in women's health care. I have performed physical examinations and provided counseling for women of all age groups in clinic and in-patient settings, and I have experience in planning and presenting client education sessions on women's health topics. In particular, I have developed patient education seminars on routine well-woman care and on Premenstrual Syndrome, and I have helped numerous clients with PMS symptoms. Assisting women with fundamental health concerns is my passion, and my current and former supervisors can attest to my high professionalism and enthusiasm for my work.

I hope to pursue my primary care interests by working within a private medical practice such as yours. Participation in the practice would provide professional stimulation, challenge and growth, plus a chance to apply my Master's education in a practitioner role. I would very much like to be scheduled for a formal interview, in keeping with your suggestion. As I am difficult to reach in light of my present clinical rotations, I will call you next week to see if we can arrange a mutually convenient time for an interview. In the meantime, I am enclosing a copy of my resume for your review. I look forward to speaking with you again.

Sincerely,

Mary Ann Fromstein