

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

May 2, 2010

Dr. John Smith  
Smith and Jones Medical 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,

Nancy P. Applicant

123 North 4th Street  
Dallas, Texas 55443

September 5, 2010

Ms. Tonya Hill  
Nurse Recruiter  
Texas University Hospital  
123 Main St.  
Dallas, Texas 55443

Dear Ms. Hill:

As a newcomer to Dallas, I have heard a great deal about the high quality of nursing care at Texas University Hospital. Having enhanced my medical/surgical background in a university affiliated hospital for the past three years, I recently obtained my MSN degree in the Adult Acute Care Nurse Practitioner Program at the University of Pennsylvania School of Nursing. Therefore, I would like to be considered for any available NP positions at Texas University Hospital.

As indicated on my resume, I have had clinical rotations in a variety of settings. My most recent rotation provided a particularly intensive involvement in the surgical step-down unit of the Hospital of the University of Pennsylvania, and a rotation at Pennsylvania Hospital last fall also afforded me exposure to a similar unit, with the added opportunity to participate in various procedures. 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 robertapp@hotmail.com. I look forward to hearing from you.

Sincerely,

Robert Applicant