

4200 Pine Street  
Philadelphia, PA 19104

March 7, 2011

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 firsthand 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

123 North 4th Street  
Atlanta, Georgia 55443

May 5, 2011

Ms. Tonya Hill  
Nurse Recruiter  
Emory University Hospital  
123 Peachtree St.  
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

2222 East 111<sup>th</sup> Street  
Norwich, RI 02000

May 10, 2011

Ms. Rebecca Smith, R.N.  
Nurse Manager, Maternity Department  
Center Hospital of Rhode Island  
100 Main Street  
Norwich, RI 02001

Dear Ms. Smith:

I am writing to express my great interest in the R.N. position available in the OB/GYN Department at Center Hospital. I have submitted an application online, but I wanted to reach out to you directly to introduce myself and share with you why I am so excited about this opportunity to work in maternity care at Center Hospital.

As you will see from my resume, the earliest building blocks of my nursing career, even before completing nursing school, have their foundation in women's health. My elective senior year clinical rotation in Labor and Delivery, Postpartum and Nursery Care allowed me to integrate maternity and newborn care at a more advanced stage of my nursing education in a small, community health setting. Furthermore, my work with expectant mothers as a research assistant, my years as a reproductive health counselor and educator, and most recently my work as a Community Health Nurse with Planned Parenthood have allowed me to focus my energies on the care of women and families, which is what drew me to nursing.

I am ready to continue to develop my skills and expertise and expand my practice as a nurse, both in kind and in setting. I feel certain the Center Hospital's community-based hospital maternity department, with its focus on individual attention for childbearing women throughout pregnancy and delivery, will be a great place to utilize and expand my nursing and teaching skills. I plan to bring my passion for the field of women's health - as well as the ability to communicate and collaborate that is so critical in the community health setting - to my work in the hospital arena.

I very much look forward to hearing from you, and appreciate your attention.

Sincerely,

Susan L. Applicant, R.N., B.S.N.