

BETHEL UNIVERSITY

Career Services

SAMPLE FORMAT FOR NURSING COVER LETTERS

(Top and bottom margins should be approximately equal)

Date

Ms. Sandra Jones, Nurse Recruiter
Human Resources
ABC Hospital
1234 American Avenue
Minneapolis, MN 55555

(Be sure to address the letter to the correct person, spelled correctly with their title.)

Dear Ms. Jones:

Opening Paragraph: State why you are writing, identify the position for which you would like to be considered, and indicate how you heard of the position. Mention any individuals who may have referred you to the position. If you are sending an inquiry letter, simply indicate the type of work or position you are seeking. Be specific.

Middle Paragraph(s): Your goal here is to show how you can be useful to this particular hospital/organization. Describe what strengths you have to offer this employer. Highlight particular clinical experiences, jobs, internships, achievements, and extracurricular activities as they relate to the position in which you are interested. You might want to use one of the following approaches:

- Identify three reasons for the employer to consider you for the position.
 - Describe your previous accomplishments as they relate to the position.
 - Illustrate the relationship between your skills and experience and the position you are applying for.
 - State why you want to work for their hospital/organization.
- Refer the reader to your enclosed resume for additional information.

Closing Paragraph: End your letter by clarifying what will happen next, indicating your desire for an interview, and how they can most easily reach you. If you are applying for a specific job which has been posted, you might say, "I look forward to meeting with you to discuss my qualifications in more detail. I can be reached between (time) on (days) or a message may be left at (phone #)." If you are not applying for an existing opening, indicate that you will call them on a particular date to see when it would be convenient to set up a meeting, and also indicate how they can most easily reach you.

Sincerely,
(Always sign your name.)

Type your name beneath your signature.

Enclosure/Attachment *(to indicate your resume is enclosed or attached in the email)*



SAMPLE FORMAT FOR NURSING COVER LETTERS

February 15, 2010

Ms. Sandra Jones, Nurse Recruiter
Human Resources
American National Hospital
1234 American Avenue
Minneapolis, MN 55555

Dear Ms. Jones:

I am writing to express interest in the New Grad RN program at your hospital and ask that you please consider me for this position. I will be graduating from Bethel University in May 2010 with my Bachelor of Science in Nursing and I believe my educational background and past work experiences will contribute significantly to your health care system.

Through my education at Bethel University, I have acquired skills in patient assessment and gained a solid foundation in providing holistic care that focuses on all aspects of a person's health: emotional, physical, spiritual, and psychosocial. Also, my past experience as a student nurse intern has given me the confidence I need to care for patients and the ability to collaborate with other healthcare professionals. I am passionate about nursing and I realize that critical patient care requires a solid foundation in nursing skills and techniques, prioritization of care, and communication skills. These skills, coupled with my compassion, patience, and patient advocacy, are what I offer as a new graduate RN.

In addition, my experience as a clinical support associate on a medical surgical floor at Minnesota Hospital has taught me how to plan and organize care, work with people from diverse backgrounds, and become more familiar with the role of the pediatric nurse. It also means a lot to me that your hospital has been designated as a Magnet Hospital in the nation. This speaks volumes about the quality of nursing care that you provide. I would be honored and excited to be a part of your team and contribute my skills to your hospital staff and patients. My enclosed resume will provide you with further information regarding my related work experiences.

My application can only tell you so much about my motivation and qualifications for a position as a new graduate RN. I would welcome the opportunity to further discuss my background, vision for nursing, and interest in this position with you. I can be reached at 651-638-0000 or at studentnurse@bethel.edu. Thank you for your consideration in this exciting opportunity.

Sincerely,

(Sign your name)

Type your name

Enclosure