

Nico Nurse

nico.nurse@gmail.com | (123)456-7890

Commented [SS1]: Use your same header from your resume.

September 1, 20xx

John Williams
Director, Human Resources
Christus Spohn Hospital
2500 Saratoga Blvd.
Corpus Christi, TX 78411

Commented [SS2]: Try to use a recruiter or hiring manager's name if you can. If not, address to the X Hiring Committee.

Dear Mr. Williams (if no name, Dear X Residency Program Hiring Committee):

I am writing to eagerly apply for the Nurse Residency Program at your Spohn South location. In December, I will graduate from Texas A&M University - Corpus Christi with a Bachelor of Science in Nursing. After I completed my first round of rotations at Spohn South, I knew I wanted to be a part of your organization. Your nursing team exemplifies professionalism and treats all patients with dignity and compassion. This is the kind of environment where I want to begin my nursing career and contribute to your team.

Commented [SS3]: In the first paragraph you should introduce yourself and tell the reader why you are applying or how you know about their program/company. Name dropping is very appropriate here.

As the Treasurer for the Student Nurses Association, I took the initiative to improve our system of training incoming officers and increased its efficiency. During clinical rotations, I acquired many skills in the ER, NICU, and OR units. Additionally, I developed my customer service skills as a retail Team Leader and I enhanced my organizational skills as I managed my academic and work schedules while maintaining a 3.75 GPA.

Commented [SS4]: The second paragraph should give several reasons why you are a good candidate for their program/position: grades, offices held, work history, research, rotations, experience.

I am excited to implement my education, skills, and experience in your Nurse Residency Program. I am submitting my resume for your review and I look forward to discussing how I can be an asset to your team at Christus Spohn. Please contact me for continued discussion at (361)123-4567 or nico.nurse@gmail.com. Thank you very much for your consideration and your time.

Commented [SS5]: Wrap it up and say you'd like to talk with them further about the position/program. Give contact information and thank them for their time.

Cordially,

Nico Nurse