

THIS IS COVER LETTER WRITTEN BY JOE CONNOR THAT RESULTED IN INTERVIEWS FOR KT. ONLY THE CLIENTS NAME, PERSONAL CONTACT INFORMATION AND COMPANY TITLE AND JOB TITLE HAVE MODIFIED FOR PRIVACY. PROSPECTIVE CUSTOMERS INTERESTED IN SPEAKING WITH THIS CLIENT, PLEASE EMAIL JOE CONNOR.

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Address, City, State Zip ~ (XXX) XXX-XXXX ~ abc@xyz.com

Dear Mr./Ms. Hiring Manager:

This letter is to express my strong interest in bringing my accomplished, Bilingual (English and Vietnamese) background as a young registered nursing professional to your organization in the role of JOB TITLE. As my attached resume indicates, I recently graduated with an Associates Degree in Nursing and also garnered two solid years worth of hands-on clinical placement experience. Among my career highlights:

- Gained valuable experience over two years, rotating every four weeks between four medical centers, working in a number of units, including Transitional Care; Chemical Dependency; Bridges/Psychology floor; Medical/Surgical/OB/L&D/Newborn; Pediatrics; Oncology; Cardiology; and Geriatrics.
- Worked closely with staff nurses and patients in very busy medical settings, working on my feet from eight to 12 hours per shift; also once per rotation, served as team leader, scheduling all patient medications.
- Discussed important patient information, such as critical lab values, with doctors, cardiologists, physical therapists, registered dieticians, case managers, surgeons and critical care physicians, among others.
- Administered patients oral medications, like for diabetes and hypertension and shots for insulin and vaccinations; hanged IV's and performed IV pushes; and monitored vital signs.
- Recognized by staff nurses for proficiently utilizing the Roy Adaptation Model of nursing.
- Trained and learned how to pull up and input patient data on computer, such as nursing care plans, vital signs, full body assessment, medications, IVs and much more information.

In addition to earning my Associates Degree in Nursing from XYZ College, I was one of 10 students out of a class of 80 chosen to receive a Confidence Foundation Scholarship for writing a compelling essay on why I desired to be a nurse. I am proactive and passionate about nursing and serving patients, and have excellent communication and time management skills with an outstanding ability to effectively plan, prioritize and complete tasks in a timely manner while ensuring accuracy and safety in busy, pressure-filled settings.

In short, I would be an immediate and long-term asset to your organization and will be calling you within the following week to schedule an interview. Until then, should you have any questions, I can be reached at the number listed above or via email. (If no follow up call allowed as posted in an advertisement, then delete the last two sentences and simply close with, "I would welcome an interview").

Sincerely,

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