

Experienced Nurse Sample Cover Letter

Jill Smith

123 Second Street, Apt. 2B
Chicago, IL 60625

(312) 555-1212
jillsmith@comcast.net

May 1, 2014

Dear Ms. Davis,

Thank you very much for reviewing my resume. It was good to meet you at the recent American Association of Critical Care Nurses conference in Chicago. I am excited to apply for the position of Clinical Nurse III at Northwestern Memorial Hospital. Northwestern has a superb reputation for critical care medicine, and for cardiac care in particular. I would be honored to join your dedicated team.

As my enclosed resume demonstrates, I have a proven track record of clinical and leadership experience in nursing. At Rush University Medical Center I led the evaluation of the Cardiac ICU Rapid Response Teach for JCAHO evaluation, and served as a preceptor and clinical mentor to new ICU nurses and new-graduate hires. I have progressively built my clinical skills throughout my recent career. I have been a member of the American Association of Critical Care Nurses since 2009, and in 2012 I was honored to obtain my Trauma Nursing Course Certification (TNCC). I believe my core strength lies in combining this rigorous clinical background with superb patient care in the context of an academic medical center.

Thank you for reviewing my resume, and my application for employment. I look forward to hearing from you, and to the opportunity to join your team at Northwestern Memorial Hospital.

Sincerely,

Jill Smith