

Jane Doe

1111 N Chicago Ave.
Chicago, IL 60606
(312) 312-3123
Jane.doe@gmail.com

August 3, 2017

Presence Saint Mary Medical Center
2233 West Division Street
Chicago, IL 60622
(312) 770-2000

To Whom It May Concern,

As a licensed registered nurse and a recent graduate from Chamberlain University's College of Nursing, I am writing to apply to the RN position on the emergency unit at Presence Saint Mary Medical Center. After finding this position online and learning more about Presence Health and its commitment to empowering patients to achieve their best health, I believe my diverse set of clinical skills and proven leadership experience will be invaluable to this role and Presence Saint Mary.

Through my studies and clinical rotations, I have had the opportunity to work in several settings, including the medical-surgical, mental health, pediatrics, emergency, and labor and delivery units. My experiences have granted me the opportunity to develop strong assessment and communication skills that have not only made me a stronger nurse but a versatile team player as well. In addition, I believe my experiences interacting with a variety of demographics and families will prove to be useful in the emergency unit where I can also leverage my written & verbal competency in Spanish and English.

Leadership and a proven track record of success is another skillset I bring to this role. Throughout my clinical rotations and career at Chamberlain University, I have developed leadership skills that impact both patient care and hospital operations. During my collaborative healthcare rotation, I planned patient care by developing a schedule for tasks to be completed and then delegated those tasks to different members of the healthcare team. I also led patient activities during my mental health rotation that enabled patients to take part of their healthcare recovery. During these activities, I made sure every client felt comfortable, involved, and most importantly, empowered. Leading these activities helped me learn how to be organized, calm, and patient with all clients.

I believe I am uniquely qualified for this role and I am very interested in beginning my nursing career at Presence Saint Mary. I believe I can not only make an impact but also receive the training and development necessary to make me into a phenomenal nurse. I look forward to hearing from you, and I would love the chance to speak further about opportunities at Presence and my background. Please feel free to reach out to me via e-mail (jane.doe@gmail.com) or phone (312-312-3123).

Best,

Jane Doe