

Use **same heading as your resume** so they are a **clear set**

Eva Andrew

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September 8, 20XX

Ms. Jane Rodriguez
Graduate Recruitment Manager
United Health Services
24 North Street
Johnson City, NY 35982

1.

Express **enthusiasm** for job, state **interest/passion that aligns with organization's values**, introduce **2 top skills** you'll discuss in letter

2-3:

In each of your 2 middle paragraphs, **tell a story to showcase a skill** mentioned in paragraph 1. Use the **Problem, Action, Result** structure.

Dear Ms. Rodriguez,

I am writing to apply for United Health Services' graduate nurse position. I am particularly interested in joining United Health Services for your emphasis on delivering superb, empathetic care and advocating effectively for patients, which are values I share. With **professional nursing skills gained through my nursing studies and hands-on clinical experiences**, along with **my strength in facilitating learning for patients and families**, I believe I would be an excellent addition to your team.

To begin, the range of professional skills I've gained through my nursing studies and my various clinical experiences would help me excel as a graduate nurse. My Bachelor of Nursing degree from Seattle Pacific University has given me an exceptional familiarity with key nursing practices, the latest medical technology, and compassionate care values. Through my two clinical placements at University of Washington Medical Center and Seattle Children's Hospital, I gained experience at the birth center and the emergency ward, and supported nurses in developing and coordinating patients' plans of care to promote the autonomy and dignity of patients and achieve patient goals. I received feedback that I was a fast learner, and competent, developing professional with patients, families, and healthcare staff in both these spaces.

Furthermore, my strength in facilitating learning for patients and families would help make me asset on your team. For one example, at Seattle Children's, I recently had to teach a family about post-operative spine care after a posterior spinal fusion. After I taught them what they would be doing, I asked them to repeat back the instructions in their own words to ensure that they truly understood. Then I asked the parents to properly demonstrate how to transfer their child from the bed to the chair, so I was able to determine that they had retained the information, and could confidently care for their child at home. During my clinical experiences at both placements, I was continuously commended by my supervisors and families for my ability to facilitate learning efficiently, calmly, and empathetically with patients and families.

Thank you very much for your time and consideration. I will contact you next week to see if we can arrange a time for an interview.

Sincerely,

Eva Andrew

4.

Thank the employer. Let them know you will **follow up to request to schedule an interview.**