First Name Last Name

Address City State, Zip Code · (XXX) XXX-XXXX ZZZZZZZZ@gmail.com

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February 16, 20XX

UPMC Chautauqua at WCA
207 Foote Avenue
Jamestown, NY 14701

Dear Hiring Manager:

I am writing to express interest in the Professional Staff Nurse – Surgery opportunity, which I heard about through Kristen Conroe, RN, at UPMC Chautauqua. Currently I am completing my Bachelor of Science in Nursing at St. Bonaventure University with plans to graduate May 20XX. As a hard-working, highly compassionate individual with a combination of academic and nursing experience, I feel I would be successful in this position.

During my time as a student nurse and RN, I have demonstrated exceptional standards of compassion, dignity, and commitment for providing quality patient care. My current position as RN at the Lutheran Home and Rehabilitation Center requires the coordination and prioritization of care for over 48+ patients but always meeting the individual needs of the patient. My duties as an RN include wound care, administration of IVs and medications, and tube feedings. In addition, I have been given increased patient loads and complexity of patients I aid as well as training of new staff members. With this, I have learned first-hand the importance of effective communication and handling multiple and changing priorities. For the past year, I have completed multiple student clinical rotations at UPMC Chautauqua in Labor and Delivery and Cardiac Telemetry. Through these experiences, I demonstrated initiative and continually sought guidance and asked questions to improve my nursing practice.

Having the opportunity to join the team of hardworking and dedicated health professionals at UPMC Chautauqua would greatly add to the professional experience I am hoping to develop as a future BSN registered nurse. Enclosed is a copy of my resume for your review. In the coming weeks, I will follow up with you regarding the status of my application as well as be available for any additional questions.

Sincerely,

First Name Last Name