

LAURA HUGHES

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May 18, 20xx

Hiring Manager

XYZ Community Hospital

1200 West Algonquin Road

Palatine, IL 60067

Dear Hiring Manager:

I am interested in being considered for the **Staff Nurse-Post Surgical Unit** position at XYZ Community Hospital, which was posted on your website. I feel that my clinical experience, education, attention to detail and ability to work under pressure would allow me to make a positive contribution to your team.

As you can see from my resume, I am a Licensed Registered Nurse (RN) through the State of Illinois and have completed an Associate in Applied Science in Nursing Degree from Harper College. My additional qualifications include:

- Experience delivering direct care to patients in multiple Medical/Surgical units which includes assessing, planning, implementing and evaluating care
- Excellent communication skills and experience working collaboratively with interdepartmental staff to provide quality patient quality patient care
- Proficient in administering medication and IV's, taking and assessing vitals and charting

I would welcome the opportunity to become a part of the XYZ Community Hospital Healthcare team, whose values include providing exceptional service to patients, families, physicians and visitors. I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you in advance for your time and consideration.

Sincerely,

Laura Hughes