

*Sample cover letter for a nurse management position*

November 12, 2002

Mr. John Smith  
Memorial Hospital  
200 Forrest Street  
Loyalty, CA 02114

Dear Mr. Smith:

I am responding to the advertisement in the November 10, 2002 ***Boston Globe*** for the Maternity and Child Health Nurse Manager position at Memorial Hospital.

My background includes three years of clinical obstetrics and five years of progressive management experience, encompassing high-risk labor and delivery, postpartum, and recovery. I directed the patient care of a 20 bed maternal care unit and a 25 bassinet newborn unit, supervising 60 full-time employees. My accomplishments include:

- Implementing the infant abduction policy
- Developing a family teaching booklet entitled "**New Beginnings**"
- Reducing staff turnover by 10%

I have enclosed my resume and look forward to discussing this challenging opportunity within your organization. I will contact you within the next week. For additional information, you can reach me at (725) 311-2688 during the daytime or (725) 311-8611 during the evening.

Sincerely,

Emily Adams, MS, RN