

Sample cover letter for staff nurse 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 a staff nurse position on the medical surgical unit at Memorial Hospital. My background includes two years of medical surgical experience at a large urban teaching hospital where I provided care to complex medical surgical patients on a 45-bed medical surgical unit. In addition to providing care for this patient population, I also participated in the unit preceptor program and have acted as a preceptor to three new graduates over the past year.

I have enclosed my resume and two letters of reference. I will contact you within the next week. For additional information, you can reach me at (200) 555-1212 during the daytime or (313) 555-1212 during the evening.

Sincerely,

John Evans, RN