TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Nursing Cover Letter

Dear **[NAME]**

When my grandmother moved into your community five years ago, I knew that I wanted to serve families at **[LOACTION]** upon completing my nursing education. In response to your listing, I gladly offer my skills and experience as a Licensed Practical Nurse.

Since acquiring my nursing degree and LPN license in **[YEAR]**, I have set my career path toward caring for individuals living in residential facilities.

As a part of your team, I can bring:

* Efficiency: I can perform many tasks such as medication administration, injections, and catheters independently.
* Communication: My current management has commended me for excellent bedside manners and teamwork.
* Dependability: I’ve maintained a perfect attendance record at my current position.

Now that you have a need for a professional with my credentials, I am eager to discuss with you how I can contribute to the ongoing success of the community that cared for my grandmother. Please contact me at your earliest convenience to set up an interview.

Best regards,