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]**

I am pleased to learn of this opportunity, as I found the qualities you are seeking for this position to be an excellent match for my skills, education, and experience.  
  
I have a robust background and leadership experience in emergency nursing, trauma/critical care, change leadership, and a commitment to providing high-quality care through standardizing workflows to align with best practices. It is in response to similar challenges that I have excelled during my career as a manager, director, and clinical leader.   
  
Also, I am particularly interested in **[THE COMPANY]**  because of your excellent reputation, community engagement, and focus on delivering high-quality care to patients. My current role primarily includes providing strategic direction to the clinical operations of the Emergency Department, Trauma Base Hospital, and Crisis Stabilization Unit. I also establish and enforce policies and procedures for the hospital. Additionally, I ensure that financial targets are met within my scope of responsibility.  
  
Moreover, I am confident that I can support your strategic objectives of the ICU and provide stability in the department about achieving quality outcomes, staff development, and meeting financial targets. I look forward to discussing in detail with you the ways in which my experience and determination will make further significant contributions to your organization.  
  
Respectfully,