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’ve been a registered nurse for over **[#]**  years at university **[NAME]**. Having recently moved back home to Reno, I was excited to find a job opening on your medical staff as an RN at **[NAME]** Hospital. With my well-rounded expertise informing patients on pain management techniques, reviewing laboratory data for anomalies and problems, and assisting in the emergency room, I believe I would make a valuable addition to the nursing staff as a registered nurse.

In the job ad, it mentions you are seeking an RN capable of accurately and efficiently evaluating patients for medical signs and symptoms, as well as initiating the appropriate responses.

As a staff nurse at LV-UMC, I successfully evaluated and identified patient responses to treatment and signs of illness. During my employment there, I effectively managed a caseload of **[#]** per day, while also helping our nursing team to achieve Magnet status recognition. I know I would be able to bring that same level of dedication and commitment to work at STK.

I am sure that I’d love working at your hospital, as I have great respect for the staff and the research that has been conducted here. I’d be honored to become part of the nursing family at **[NAME]** Hospital.

Could we arrange a sit-down or phone call to discuss how I could help **[NAME]** Hospital lessen its workload while increasing the quality of care?

Sincerely,