Dear Dr. Appleton,

It is with great pleasure that I recommend Gwen Roring for the position of Nurse at your facility. When Gwen was studying nursing, she worked many hours at our hospital and made a very positive impression on everyone. She knew her craft, she had a great rapport with patients and she was extremely responsible.

You should know that Gwen is extremely dedicated to caring for others. On more than one occasion, she would volunteer for extra shifts to help care for patients that she had built a strong bond with. We found her to be attentive and reliable in all aspects.

Gwen also has exceptional computer skills that allow her to be very versatile. She was able to assume a position of authority when the head nurse was on a different floor attending to a patient. Gwen was also very well-versed in the necessary paperwork that follows her profession. She never missed paperwork submission deadlines and filled in all paperwork completely.

We had always wished that Gwen would have stayed in our area and stayed on as a full-time nurse here. But her life’s path took her other places and we wish her nothing but the best. If you have questions, you can email me at email@email.com or call me at 000-000-0000.

Sincerely Yours,

Erin W. Gord

Head Nurse

Graff Hospital