Christine Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

21st June 2014

Dear Ms Graham,

I feel that my experience and skills precisely match your requirements for a Nurse, and therefore want to apply for the vacancy I saw advertised yesterday on Dayjob.com.

As an experienced nursing practitioner I am more than able to implement the highest hospital and nursing guidelines and procedures in any clinical practice.

For the last three years I have been employed as a Nurse by The Southern Hospital Trust. I am responsible for providing patients with high quality support in an efficient and cost effective manner, whilst at the same time ensuring high quality care. My daily duties include; evaluating the medial condition of patients, administering medication, reassuring patients and maintaining a safe environment for personnel, patients and visitors.  
During my career I have acquired the ability to develop, evaluate and revise comprehensive care plans for assigned patients. I demonstrate knowledge and support of hospital and nursing standards in everything that I do.

On a personal level I have a contagious and positive work ethic that inspires others and encourages them to improve their behaviour. I possess superb communication skills that allows me to make patients feel informed, understood, and special.

I must also mention that I am keen to work for your organisation as it has a well deserved reputation for only employing the best. It would be a pleasure for me to meet you in person to discuss your needs in more detail, and I therefore sincerely hope that you will invite me for an interview.

Thank you for taking the time to review my application.

Yours sincerely,

Name  
Address 1  
Address 2  
Tel: 0044 121 638 0026