October 23, 2018

Donna Watkins, Intern Supervisor

Goleta Grace Hospital

900 Cottage Avenue

Goleta, CA 93117

Dear Ms. Watkins,

I was excited to discover on your website that you have three open positions for the new graduate registered nurses on your Medical/Surgical unit. I believe I possess the qualities that will make me a valuable asset to your patient care team.

I recently graduated from Santa Barbara City College with an associate’s degree in nursing. During my final semester externship, I spent eight weeks on the fast-paced Medical/Surgical unit at ABC Healthcare. By the end of my clinical rotation, I was effectively managing four patients. My duties included: physical assessment, medication administration, blood products administration, recovery of post-op patients, patient education, assisting with procedures and charting using the electronic medical record.

 In addition, I was treasurer of our school’s chapter of the California Nursing Student’s Association. As treasurer, I was responsible for managing chapter funds, paying bills, and preparing monthly reports for Board and Chapter meetings.

 Please review my resume included with this application. I would appreciate the opportunity to discuss my qualifications further with you relative to the needs of your Medical/Surgical unit. I look forward to hearing from you soon.

Sincerely,

Jane Dow

1234 Cover Letter Drive

Goleta, CA 93117

(123) 456-7890

janedow@sbcc.pipeline.edu