

Your Name, Credentials

City, State, Zip Code

Phone no.

Email@yahoo.com | LinkedIn URL

wcuRCHcareerservices@westcoastuniversity.edu

Date of Letter

Dear Hiring Manager,

I am responding to the Emergency Department Registered Nurse position, R45808, at Cedars Sinai at The Ruth and Harry Roman Emergency Department location as referred to me by West Coast University in Ontario, CA. I hold a current RN license, along with BLS, ACLS, and a Fire Safety card as required for the position.

My education includes a Bachelor of Science in Nursing (BSN) from West Coast University, along with being the recipient of the Dean's List award for my academic achievements. During my clinical rotation in the ED, I excelled in learning and contributed communication skills during triage, and participated in a Code Blue where I urgently worked with the medical team and began immediate resuscitative efforts. An accomplishment I am most proud of is creating longevity in the workplace. I currently maintained a position in the retail industry for the last 5 years, where I have excelled in leadership roles, worked well under pressure in a fast-paced environment, and ensured all customers receive extraordinary customer care.

I am exclusively interested in joining the medical team at Cedars Sinai because of your passion to provide the highest quality care, and the continuous effort to shape the future of medicine. Your facility would provide me with the resources to expand my knowledge on the area of nursing I'm truly passionate about.

I welcome the chance to meet with you and discuss how my qualifications and experience will exceed your expectations. I will provide excellent references upon your request. I may be reached at (562) 555 – 5555 at 5 or by email myemail@xyz.com.

Sincerely,

Signature Line, BSN, RN

Your Name, Credentials

City, State, Zip Code

Phone no.

Email@yahoo.com | LinkedIn URL

wcuRCHcareerservices@westcoastuniversity.edu

Review the job posting to ensure you can address the qualifications and requirements of the position.

Use the same header and design as your resume.

Introduction: What requirements match their job posting?

Paragraph 1

- The position you are applying for and the job order/requisition number, if provided
- Where you saw the posting, include name and date of publication (if applicable)
- If you were referred for the position, give the name of that person
- Include certifications and licenses required as posted on the website; if applicable

Body:

Paragraph 2: What do you have to offer to the employer?

- Education/skills/qualifications/certifications
- Past work experience/volunteering/ clinical experience
- Keywords from the job posting

Paragraph 3: Why do you want to work for this employer?

- Express your interest in the position with a strong and powerful vocabulary
- Mention something about the company that makes you interested to be part of their organization, mission, values

Strong Closing:

Paragraph 4

OK

I look forward to hearing from you soon and having the opportunity to discuss my qualifications for the position.

BETTER

I would like to thank you for taking the time to consider my application. I am looking forward to meeting with you to discuss this employment opportunity. You can contact me at 604-555-5555 or by email at a.joy@myisp.com.

BEST

I would welcome the chance to meet with you to discuss how my qualifications will exceed your expectations. I can provide excellent references upon request. I can be reached at 604-555-5555 or by email at a.joy@myisp.com. I will follow up with a phone call next week to discuss things further.