

16/07/19

Hiring Managers Name
Hospital/company address
State post code
Telephone #

Dear (contact person name),

I'm pleased to write you today regarding my application for the nursing position advertised on your hospital website. I believe that with my qualification and years of experience, it makes me an ideal candidate for the advertised job.

I have bachelors degree in Nursing and over 3 years of experience effectively and efficiently managing both staffs and patients. I am an extremely well organised, calm and patient professional with excellent communication and patient care skills. I have a passion of providing quality care to my patients, regardless of their age and gender. During my work experience, I have developed leadership skills that I believe will come handy for my future jobs.

Over the years, I have performed various roles and participated in various activities that involved, planning and initiation of patient's health records. At my various jobs, I have been recognised as a dedicated, ambitious and reliable person who has the ability to work in teams and without supervision.

I believe that with my skills and educational background, makes me a strong candidate for the advertised role, and a relationship with your company would be mutually beneficial. I am seeking a challenging work environment where I can exercise my skills to the fullest extent. I have attached my resume along with my cover letter for your kind consideration.

Sincerely,

Biak Thulai