Your name

Use 10, 11 or 12 point font (type size.)

Most letters include 3 or 4 well-written, but concise, paragraphs and fit on one page.

Your Address

City, State, Zip

Date

Employer’s Name

Address

City, State, Zip

Dear Nurse Manager, *(Use their name if you have it; otherwise, use a general job title like this.)*

Introductory paragraph – who you are, when you will be graduating, what you are seeking, and why*. (Example: I will graduate with my BSN from Bon Secours Memorial College of Nursing in May, and I am very interested in a new graduate RN position with Inova Fairfax Hospital. I am flexible about my first position, but I am particularly interested in adult critical care or a step-down unit where I can strengthen xyz skills.)*

Middle paragraph – more detail in which you connect your background, experience, education to the opportunity you are seeking. You can include new information not included on the resume, or provide greater detail about resume content. Avoid simply repeating resume content. You might refer to your Clinical Immersion experience naming the unit & hospital, a clinical rotation that you particularly enjoyed, naming the unit & hospital, other work experience that has helped you develop a particular competency or skill and describe how you can apply that in the RN role*. (Example #1: My previous managers in both the health club setting and the restaurant have praised me for my ability to handle workplace conflict and calm upset customers. In the hospital, I have used these same skills to de-escalate tense situations. I am also able to handle stress better than most. In fact, I strive in busy, stressful environments.*

*Example #2: I am a quiet and focused employee, with a track record of excellent attendance in my PCT job along with the proven flexibility to work extra shifts when needed. I also have proven leadership abilities that have been strengthened by my role as a College Ambassador. In that position, I serve the College as a representative during Information Sessions, at New Student Orientation, and at Graduation*. *I also try to connect students with resources available on campus to help them succeed, like peer tutoring.)*

Third paragraph – briefly mention your alignment with the organization (its values, culture, etc.) View its website for details that attract you to that institution and reflect that you have done some research about them. The more effectively you articulate your interest and draw connections between what they have to offer and what you have to offer, the more likely you will advance in the employment process. )

Conclusion – thank them and express interest in the opportunity to meet to discuss how you might serve their patients. Include a cell phone number. *(Example: Thank you for taking time to review my qualifications. I look forward to the opportunity to meet and discuss how I might contribute to the xyz unit and offer compassionate, evidence-based care to your patients. I can be reached at 123-454-5678.)*

Sincerely,

First & Last Name