Sample Cover Letter 1

First, Last

**You do not need a cover letter for jobs with Bon Secours.**

**If you apply out-of-state, ask me about a specific cover letter example for that!**

Address

City, State Zip

September 25, 20xx

VCU Health System

***Sample – please use your own wording.***

1201 E. Marshall Street

Richmond, VA 23298

Dear Nurse Manager,

I was excited to learn about the \_\_\_\_\_ position on the VCU Careers website and would like to express my interest. I will graduate in December with my BSN and I currently work (or have recently worked) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the role of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Give more details about current/recent job and how it relates to current job opening, like skills used, types of patients, size of unit, etc.)

In my final semester, I am enrolled in a 200+ hour Clinical Immersion in the Intermediate Care Unit, a step-down unit at Bon Secours St. Mary’s Hospital. This experience is providing an excellent foundation in nursing skills that I can build upon if selected for a position in your unit. By the end of this course, I will have taken responsibility for the full patient-care load of 4 patients.

Over my nursing studies (or in my previous career), I have learned how to work well under pressure, keep a positive attitude in many different situations, and accept responsibility if I make a mistake. I am adamant about insuring safe, quality care and passionate about patient education.

*More detail here about either your healthcare experience or how you connect to the job and hospital where you are applying.*

Thank you for taking time to review my application. I look forward to the opportunity to meet and discuss how I might contribute to the \_\_\_\_\_\_\_\_\_ team and offer compassionate, quality, evidence-based care to your patients. I can be reached at 804-123-4567.

Sincerely,

First name, last name