June 15, 2013

Ms. Karen Smith

Human Resources –Recruiter

Mountain View Medical Center

58 Heart Plaza

Albany, NY 12347

Dear Ms. Smith:

Having recently passed my NCLEX- RN licensing exam, I am seeking a first-year nursing position with Mountain View Medical Center. I want to be a part of a medical center that has the highest standards of patient and clinical care. Mountain View Medical Center has an excellent reputation – being rated by HealthGrades as one of America’s Top 100 Hospitals in the country. I feel I can be a valuable member of Mountain View Medical Center and contribute to its continuing success.

A good nurse requires three key elements – caring, communication, and responsibility. These are areas of strength for me and would serve Mountain View Medical Center well as a prospective employee. During my clinical rotations, I experienced the significant impact caring nurses have on the patient’s recovery. I learned that a caring professional gains the trust of the patient and helps to improve the next critical element – communication. Understanding your patient and their needs is the first job of a nurse and being able to communicate with your patient’s doctor and fellow co-workers is equally important. Finally, responsibility is the cornerstone of a good nurse. A nurse must be responsible for the care and well-being of their patients but also for the professional image of their hospital and fellow co-workers.

I am eager to begin my career as a professional nurse who is dedicated to patient care. I would welcome the opportunity to join Mountain View Medical Center as a member of your nursing staff. Thank you for your time and consideration.

Sincerely,

Betty Wood

Enclosure