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Cover letter for nursing job pdf example free template word

RICHARD WARRINGTON

56 Some Made Up Street, Birmingham B1 1AA
T: 0870 061 0121 - E: info@dayjob.com

Graham Howard
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

22nd February 2012

Dear Mr Howard

Further to your advertisement for a retail position on [www.dayjob.com](#) , I should like to apply for this vacancy, and enclose my Curriculum Vitae for your consideration. I am very interested in this post as I believe that I have the right combination of relevant industry experience, retailing skills & sales knowledge to not only make me an ideal candidate , but also a real asset to your company.

For the past three years I have worked for a well known high street retailer, where I have gained a reputation for making the right choices on key decisions about product selection, visual marketing, promotions and stock control. My prior work experience has given me a strong sense of client service, and a comprehensive understanding of the UK retail marketplace.

I am constantly maintaining an awareness of market trends in the retail industry, and monitoring what local competitors are doing. I keep in touch with the latest industry developments by being a member of numerous industry forums and associations, which allow me to interact with other retailing, marketing and advertising professionals. To date I feel my strongest abilities are;

- Always ensuring that the highest standards of quality, customer service and health and safety are adhered to.
- Managing and motivating those who work with me to increase sales & ensure efficiency.
- Being able to warmly greet customers and then quickly find out what their needs are.

I consider myself to be a dedicated and dependable individual who possess excellent verbal communication and customer orientation skills.

Sample Nursing Resume Cover Letter

To

Mr. Seth Adams

Senior Operating Surgeon, Diagnostic medicine

Bulls & Mark Hospitals Ltd.

California

10th September 20xx

Subject: Cover letter for the work position of a nurse at the organisation.

Respected Doc. Seth Adams

It is an honour to be writing to you. This letter is in reference to the nursing job position vacant in your department at the Bulls & Mark Hospital in San Diego County.

I have completed my education which meets the requirement for the senior nursing position at the department. And I have also gone through the mandatory training from a state accredited medical institution in Chicago before beginning practice. I am dedicated and sincere in the work as a nurse, and I believe that every life is equally important. Hence I give my 100% to every case I am assigned to and will do all that is needed of me at the position of the senior nurse.

Enclosed with this letter are copies of my experience letters, resume and recommendations, all of which I hope will help you reach a positive decision regarding my employment prospects for the stated position. Hoping to hear from you,

With Regards

Mrs. Bella Carr

Many of these medical professionals have a specialty, such as cardiac care, oncology or pediatric care, which makes them better equipped to handle specific patients that frequently end up in the ICU. Here's another cover letter template from Microsoft Office. I'm not in HR, but I've been approached by applicants who wondered whether their cover letter would actually be read. This cover letter, shown above, is focused specifically on a marketing role. Strong Closer and Signature Don't get lazy in the final few sentences of your cover letter -- it's important to finish strong. You can still include the date, though. Address lines that specify a person or company grab your reader's attention much more quickly, and show the employer that you've taken the time to tailor your application letter to them. They work with patients and their families before, during and after surgery. A Personal Address Line For as often as you see "to whom it may concern" at the top of cover letters today, do your best to avoid writing this exhausted line. Don't hesitate to spend a lot of time writing and editing it. Use this paragraph to show you're genuinely excited and interested in the position. Featured Resource: 5 Professional Cover Letter Templates Download These Templates for Free 14 Free Cover Letter Templates for Your Next Job Application Template 1: Basic The example above is a basic (but great) cover letter. The cover letter template above, which we created here at HubSpot, can help you present the data that's most important to you as a candidate such that it'll matter to your future employer. Don't have the name of the hiring manager? These medical professionals perform several important tasks, including monitoring the mother and baby for complications, tracking vital signs, coaching the mother through the birthing process, administering medications and teaching breastfeeding and infant care.Photo Courtesy: Christian Bowen/Unsplash Dialysis NursesWhen a person's kidneys no longer function, dialysis is often the best way to keep them alive. Cover letters can hold different levels of importance to an employer depending on the industry you're in and the job you're applying for. Be sure to include your phone number and email address. Regardless of your field of nursing, attention to detail is vital for accurately assessing and monitoring situations to ensure patients receive adequate medical attention and emotional support. Not every nurse is equipped to handle such stress, so there is always a need for new ICU nurses. A Hook A "hook" is a clever introduction that "hooks" your reader into wanting to learn more. For this reason, labor and delivery nurses are always needed to assist mothers and newborns during and after childbirth. Explain that this type of work lends itself to managing your new potential employer's content calendar every week. For example, if you're applying to be an oncology nurse, state your experience ensuring quality care for cancer patients by monitoring chemotherapy and biotherapy side effects and coordinating other aspects of treatment with cross-functional teams. Template 12: Healthcare Cover Letter Get it here. You don't need to sign it with a pen. The cover letter template above was designed by Microsoft Office, and as comprehensive as it looks, it's completely free to download and modify. Your skills and successes are no less important because of your internal referral. For those occurrences, you have the follow-up cover letter template above. Feel free to write to a length you think is representative of who you are and what the hiring manager wants to see. Here, simply list a few key reasons in one sentence to set up the rest of your letter. No matter how long your final cover letter is, the above template is your opportunity to show your attention to detail -- from your contact information in the top header, to the personalized address line where you can include the name of the hiring manager. What about their business stuck out to you as a professional? Notice how the writer includes references to important marketing metrics and terminology. But there might be harm in not mentioning it to the hiring manager. As you personalize this letter with your own experience, make note of the social networks and industry software included in this template. Of course, a nice washed-out image that expresses who you are can be part of that story ... Stay humble in your explanation of credentials while still showing that you would be an asset to the team. Template 8: Career Day Follow-Up Cover Letter Get it here. Telling the reader about your connection at the company shows you're aware and confident of the actions you take to get the opportunities you're interested it. 2. Is there something that you feel strongly about that aligns with the company's goals? During surgery, an operating room nurse may prepare the surgeon's tools, ensure the operating room is sterile and create any necessary documentation. What impresses and excites you about the company? For example, talk about how past supervisors have commended you for proficiently handling difficult situations, or the thank you letters you've received from former patients. Seems fairly basic, right? Additionally, in the second to last paragraph, the candidate discusses why they're interested in the specific company, demonstrating general knowledge of the business. We made this one here at HubSpot. Cover Letter Example Image Source The example above illustrates how to write a marketing cover letter using the elements we listed. Or, ask a friend or family member to read it over and give you feedback. Template 5: Photo Letterhead Cover Letter Get it here. Using your personal Gmail address over your work email, for example, ensures your correspondence with recruiters remains separate from all of your current work communication. Don't let the logo space on the top-right of the page confuse you. CareerBuilder, Monster, and Indeed might take the lion's share of your job searches online, but still some employment opportunities come out of a trade show, job fair, or similar networking event. If you don't have enough experience to fill the entire page, don't worry. Do hiring managers even read them? This sixth template is perfect for the applicant who wants to emphasize the many different digital channels he or she is on. A strong nursing cover letter should highlight your clinical experience and a good mix of the hard and soft skills essential to your field of nursing. We'll let the 11 templates below this list do most of the talking. No matter which one you download, pay attention to the following elements -- all of which should shine through in the letter you send to your future manager. For example, if you're applying to be a nurse practitioner, emphasize skills and experience showing you can work autonomously to interpret medical tests and prescribe medications. Hence, employers seek nurses who not only have the skills, but also the passion to manage the job's emotional challenges. Template 6: Digital Creative Cover Letter Get it here. You'll see along the top that LinkedIn, email, and personal website are all available for you to fill with your own information. Nurses who work in the operating room must be able to handle a stressful workload that is changing constantly. Perhaps you freelance on the side or simply like branding yourself. Which projects have you worked on that would benefit the new company? Just because a friend or colleague recommended you for a job doesn't mean the company is all set to hire you. The header bar also allows this template to go well with a resume of the same format. But if you're applying to a company that isn't as formal, you don't need to include yours and the company's addresses. Create a stronger nursing cover letter with these three writing tips: 1. Why You're Qualified It's a no-brainer that you should summarize your professional experience in your cover letter. Empathy and communication skills may seem general to include in your application, but they complement your clinical knowledge for building rapport with patients and medical staff. As it looks right now, this cover letter contains about half photo, half text. Template 7: Marketing Manager Cover Letter Get it here. For example, don't just state that you spent three years writing for a company blog. Editor's note: This post was originally published in November 2014 and has been updated for comprehensiveness. Additionally, it's important to mention why you want to work at the company you're applying to. Home addresses aren't required, but they can be a helpful reassurance to the employer that you already live nearby and would have no trouble coming into the office. The cover letter template above is perfect for entry- and mid-level marketers who want to show a little extra professionalism in their opening note to a potential employer. CDC/Unsplash Once a person earns their nursing degree, the next question they usually have is where they can get a job While the nursing field is on the rise, there are some specialties that are in higher demand than others. Harvard Business Review contributor David Silverman hailed the above cover letter example as "The Best Cover Letter I Ever Received." For context, Silverman believes there are only a handful of times when writing a cover letter is actually necessary: When you know the name of the hiring manager. What about your career might a recruiter be intrigued by that you can package into an interesting first sentence? As a marketing professional, breaking up your letter with bulleted details like the ones above shows a respect for the hiring manager's limited time -- a mentality that all marketers must understand when communicating with a brand's audience. Give an example in your cover letter of a time you effectively communicated with doctors or your patients, and it instantly makes your cover letter more compelling. For instance, if one client is looking for SEO-optimized content related to marketing, you'll want to highlight past experience writing marketing content; this will change if, for instance, the client is looking for fitness content. For this reason, it's a good idea to structure your cover letter so you start with a) past credentials or references, and b) bullet-point information related to the client's goal, as shown in the cover letter above. Template 14: Director of Sales Cover Letter Get it here. As for the rest of the cover letter, treat your message the same way you would if you had applied with no connection from within. I've developed a strategy that has helped the company achieve ..." This setup is important, because while you can add as many statistics as you want to this template, your data points should describe how your current/former business benefited from your work, rather than how you, yourself, benefited. Because of medical advances in the last few decades, more babies are surviving premature birth, meaning more nurses are needed to care for them until they are ready to go home with their parents. This isn't a place to go into detail about why you're a great candidate -- that's for the second paragraph. What to Include in a Cover Letter So, what should you include? Therefore, the cover letter template above is written specifically for referrals. After surgery, the nurse may monitor the patient's health and prepare the patient for discharge, either to their home or a hospital room.Photo Courtesy: Artur Tumasjan/Unsplash MORE FROM QUESTIONSANSWERED.NET No one seems to agree on cover letters. How much time do you need to spend perfecting them? The cover letter template above, written by HubSpot, is specifically designed for entry-level applicants. Here's a list of key nursing skills to highlight in your cover letter: Computer literacy Maintaining patient charts Monitoring vital signs Patient evaluation and assessment Bedside monitoring Knowledge of medications Patient and family education Assisting others and providing counseling (medical attention, emotional support, and personal assistance) Accounting and billing software Medical software (MEDITECH software, Epic Systems, and PointClickCare) Additionally, employers look for these nursing soft skills: 2. Template 9: Logo and Watermarked Cover Letter Get it here. practical knowledge of creating and implementing care plans" and "I have ... The demand will continue to grow for many years to come.Photo Courtesy: Sharon McCutcheon/Unsplash Operating Room NursesJust like dialysis nurses, the need for operating room nurses is on the rise due to the aging population in the U.S. While the country is seeing an increase in surgical procedures, it's also seeing a shortage of operating room staff, including registered nurses (RNs). Because the population of the United States is aging and kidney disease is on the rise, dialysis nurses are in growing demand to administer this type of treatment. Template 11: Entry-Level Cover Letter Get it here. Why are you applying to this company? So, if you take the time to write a cover letter, take the time to comment on the business itself. This cover letter has everything you need to help an employer recall a conversation you had with him/her at a career fair. 6. However, the combination of long hours and repeated exposure to difficult situations can present occupational stress for nurses. They typically work in hospitals or clinics, and some even work on cruise ships. Template 10: Business Cover Letter Get it here. Think about yourself as a job candidate -- what makes you unique? Using a generic "one-size-fits-all" cover letter -- especially if you forget to change the name of the company -- will also hurt your chances of landing an interview. Millions are born in the U.S. alone each year. Download it here (it comes with four other cover letter templates, too). Notice the three bullet points near the center of the letter above, preceded by the statement: "... How will your prior experience help this company grow? With such a great need for these types of nurses, finding a job is often easier than it is if you're looking into a field that isn't currently in high demand. Now, let's take a look at an example cover letter, what makes it effective, along with 11 templates you can download or draw inspiration from. When applying to a data-driven position, it might be tempting to inject your cover letter with, well, the data to describe what you've done for other employers. By combining all the elements to a cover letter, this is a great example to use for inspiration. Similar to the header, it depends on the company's level of formality. No matter your experience, the template above will help you decide what skills you want to highlight and flesh out in your cover letter. 3. If you're applying to a formal business, it's important to use a formal header to open your cover letter, like in the sample above. It allows you to show off your writing skills, provide

details that you couldn't fit on your resume, demonstrate your passion, and show your willingness to put in as much time and effort as possible. If you're thankful you did. This article includes your phone number, email address, and any social media accounts you're willing to share and receive connections to. But in an application letter -- particularly for the marketing industry -- how you convey this data is just as important as the data itself. Nurses support physicians and healthcare specialists in various medical settings. If you have the recruiter's name, do you greet them by their full name, or by their courtesy title (i.e. Mr., Ms., or Mrs.)? As you can see in the picture above, the first paragraph of the cover letter is dedicated entirely to acknowledging the circumstances of your applying. You know someone who works there -- no harm in that. 1. If you do your research and aren't confident you found the right name, then you should definitely use the generic greeting -- but if you are sure, then it shows you put in the effort to find their name and it will catch the recruiter's eye. Keep in mind that the recruiter may cross-reference your cover letter with your resume, so make sure the two sync up. You can download it here (it comes with four other cover letter templates, too). The truth is, you can't really predict on a case-by-case basis -- and you're better safe than sorry. Template 4: Referral Cover Letter Get it here. Other times, you can get away with just sending in your resume -- like when you network your way into applying for a position. Template 2: Data-Driven Marketing Cover Letter Get it here. Because it's so concise, however, make a point to add your own letterhead above the message itself. Under those three circumstances, a straight-to-the-point cover letter like the one above could be your best bet. Showcase your nursing skills in your cover letter to prove to the hiring manager at a medical facility you're the right person for the job. This is a unique kind of cover letter from Princeton University. Some of the tasks of an operating room nurse may include surgery preparations, such as starting an IV, completing paperwork and providing emotional support for patients and families. Show your passion for helping others Nursing is a meaningful and fulfilling career path. Emphasize your attention to detail Healthcare professionals rely on your clinical expertise to facilitate their work. At this point, the ball is (rightly) in the recruiter's court to decide how to follow up. What did you do at a previous company that gave you relevant experience? "A cover letter typically describes why you're great for a company -- but how will you benefit from getting hired?" asks Emily MacIntyre, a Team Development Manager at HubSpot. When you only have a few years experience, it's important to display how you gained your skills and what you learned from your education or internships. "We want to know why our company appeals to you, and how it will be a mutually beneficial working relationship." In the third paragraph, show you're serious about growing and developing your career at this new company. Get right to the point, and don't worry about explaining where you found the posting or who you know at the company. "Employers at [company name]" will do just fine. Introduction Your opening paragraph should, in 1-3 sentences, state why you're excited to apply and what makes you the perfect candidate. In your cover letter, emphasize your attention to detail to assure employers you can perform tasks with accuracy and exercise the right judgement when responding to emerging situations. In addition to your hard skills, showcase key nursing soft skills in your cover letter to prove you can meet the demands of working in a high stress environment like a hospital. Besides the contact information and the address line, the first few paragraphs explain why the candidate is qualified for the position. When you know something about what the job requires. If you're looking for freelance work, your biggest goal is to get your strengths across quickly, so busy clients won't pass by your cover letter entirely. General Knowledge of the Business Grammatical errors could mean your application is thrown in the trash, but that's not the only thing that could get your letter tossed aside. If you're applying for a Director position, you'll want to start by explaining how you've either successfully handled a similar role in the past, or why you believe you're qualified and ready to handle new responsibilities for the first time. In the cover letter above, the candidate does a good job outlining how she succeeded in a leadership role previously: "For the past five years, I have successfully developed and maintained all data systems, including schedules and records for a business employing more than 100 people." You'll want to demonstrate how your skills align with a Director position -- both through organization and leadership -- and, when possible, where you received recognition for your hard work (i.e. "I earned an award for Most Valuable Administrative Staff Member"). Writing a cover letter is easier said than done. The multi-colored header (you can change the color if you wish) shows just the right amount of creativity and can go quite well with a resume of the same style. As you can see in the second paragraph, the letter is particularly useful to people who are about to graduate college. Last but certainly not least, thank them for their time and consideration. If you do plan to write a cover letter, keep in mind there are certain qualities it should have that are not included in the definition above. Be straightforward about your interest and enthusiasm about the new position, and tell them you're available to talk about the opportunity at any time. 4. Contact Information Cover letters shouldn't just carry your contact information, but also that of the company to which you're applying. 5. Header The level of formality your header has will depend on the company to which you apply. Our seventh cover letter comes from Monster.com. The process uses a machine to filter waste from the blood, doing some of the work that the kidneys would normally do. Greeting Using "To Whom It May Concern" is okay, but you may want to take the time to research the name of the recruiter or hiring manager online. Is it better to just send in your resume and call it a day? If you're applying to a data-driven role, you might not want to fill the page with a story of your experience in paragraph form, like Template 1 does at the beginning of this article. Like we said, "to whom it may concern" is pretty outdated, anyway. Use a formal sign-off like "Best," "All the best," or "Sincerely," and finish by typing out your full name. Ultimately, it's better than the recruiter hearing about your employee connection from somebody else. For example, the candidate in the sample letter used this space to show his personal commitment to environmental causes aligns with the company's green initiatives. The numbered sections are explained in more detail below. Put your address, the date, and the company's address. A dialysis nurse's tasks may include monitoring vital signs, administering dialysis treatment, monitoring patients for reactions during treatment or educating patients on lifestyle changes they may need to make at home.Photo Courtesy: Steve Pivnick/United States Air Force ICU NursesWorking in a hospital's intensive care unit (ICU) can be a difficult and trying job since it means working with patients who are critically ill every single day. The bullet points in the above template also allow you to highlight your most important skills or accomplishments for the hiring manager. Instead, consider highlighting three (or four, or five) of your successes that you believe the hiring manager would resonate most with, in bulleted form. The cover letter, created by The Balance Careers, cuts down on repetition by following the "I have" statement with six bullet points that highlight the applicant's strengths, including "I have ... Paragraph 2: Why You're a Great Fit for the Job Next, sell yourself and your experience by choosing one or two concrete examples that show why you're a great fit for the position. What stands out to me in this cover letter is the direct, straight-to-the-point bullet points that reference the job posting. Avoid offering phone numbers, email addresses, or actual addresses that belong to your current employer. Originally published Nov 9, 2020 1:00:00 PM, updated September 03 2021 If you're applying to a corporate business, you may want to consider using "Mr. Snaper" instead of "Jon Snaper." If you're applying to a start-up or a business with a more casual culture, you can use "Jon Snaper," as shown in the example. By choosing one of these fields and having the right training and certifications, it should be easy to find job openings in most cities across the United States.Labor and Delivery NursesNo matter what else is going on in the world, people will continue to have babies. For the most part, having a cover letter will give you an upper hand in ways your resume doesn't. This example uses specific data to show why they would be a good fit. This cover letter template is meant for customization. My answer is one not many of them wanted to hear: "sometimes." Sometimes it will be read. a proven track record of compassionate, effective care". Additionally, phrases like "I'd love to put my skills to work for your clinic" and "Please contact me at your convenience and let me know how I can help you" focus on what the business will gain as a result of hiring the applicant, rather than what the applicant is looking to gain. Template 13: Freelance Cover Letter Get it here. However, today's best applications describe why this experience qualifies the applicant for the job they're applying for. Additionally, if you're sending out multiple cover letters to different clients, you'll want to target each one to that client's unique goals. This can be the logo of the company to which you're applying -- to quickly get the attention of the recruiter -- or your own logo. Show your passion for helping others in your cover letter to demonstrate you're committed to providing quality patient care in a high-stress environment. Template 3: Straight-to-the-Point Cover Letter Get it here. Highlight nursing skills As a nurse, your duties vary depending on your specialization and the type of facility you work in. The ability to stay calm under pressure and handle death on a regular basis are just a couple of the skills required for a good ICU nurse.Photo Courtesy: Sharon McCutcheon/Unsplash Neonatal NursesNeonatal nurses work with newborn babies who are born prematurely and not yet ready to leave the hospital due to health issues and a low birth weight. This one has a light touch of color in the design just above the letterhead, but make no mistake -- the template caters to any professional looking to make a good first impression on their future employer. When you've been referred to the job personally. Third Paragraph: Why the Company Is a Great Fit for You While it's certainly important you're a good fit for the job, it's also important that the company is a good fit for you. It might be easy for a recruiter to sift through a short and sweet cover letter like the one above, but it's just as easy for it to get lost in the shuffle of their application list without a unique design or format. Feel free to shrink (and change) the image to give yourself more room to tell your story.

Most people applying for job sent potential employers their resumes and very often it's enough to be hired. With growth of education, achievements and skills you learn that resume and cover letter don't cover all necessary information about your personality and about you as a professional. With strong CV resume won't be an option for you anymore. In CV you can include ... 03/08/2021 · Cover Letter Sample and Template . This is a sample cover letter. Download the cover letter template (compatible with Google Docs and Word Online) or see below for an email sample, and more examples of interview winning cover letters. © The Balance 2020. Download the Word Template. Sample Cover Letter Used With a Job Application (Text Version) John ... To complement our free Word/PDF cover letter template, we also offer dozens of free example guides for a wide range of industries and professions. These free cover letter samples will show you how to write a document that perfectly captures your unique traits and perspectives and convinces a hiring manager that you're the right fit. Networking cover letter. Unlike a standard cover letter that's sent as part of a job application, a networking cover letter might be sent to a former colleague, mentor, friend, or other professional contacts. This type of cover letter informs the recipient you're looking for a job and requests their assistance. A networking cover letter is ... 25/04/2022 · Cover Letter Templates Find the perfect cover letter template. Cover Letter Examples See perfect cover letter samples that get jobs. Cover Letter Format Pick the right format for your situation. How to Write a Cover Letter Learn how to make a cover letter that gets interviews. Cover Letter Help Boost your chances of having your resume read with ... Studying a cover letter example for your industry or job title shows you exactly what the end result should look like. Use them for inspiration as you learn to write your own. Or, for more help, use our Cover Letter Builder for step-by-step guidance, cover letter templates, and content suggestions as you move through the writing process. When you seek new employment, a cover letter sample ... A first job cover letter is used by applicants who would like to apply for a job position without having prior professional work experiences. ... Cover Letter Template - 20+ Free Word, PDF Documents Download ... 19+ Email Cover Letter Templates and Examples Free & Premium ... Cover Letter - 13+ Free Sample, Example, Format Free & Premium ... 9+ Legal Cover Letter ... 07/03/2022 · John Smith 37 Oak Street Middle Village, New York 10502 555-555-555 john.smith@email.com. March 22, 2021. Dr. Jane Doe All Smiles Dentistry 5 Main Street, Suite A Middle Village, New York 10502. Dear Dr. Doe, My former coworker, Maria Rodriguez, suggested that I contact you to express my interest in the position of dental assistant in your office in ... 19/05/2022 · Before you begin your cover letter, you'll want to ensure you're relating your information to the preferred and required skills listed on the job posting. You can carefully read through the job posting and note any listed skills that you may already have. These skills can be used as keywords in your cover letter and can be mentioned throughout the document. You ...

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