

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

Hint: Use the same heading that you used on your Resume to keep your formatting and style consistent.

January 5, 2012

Mrs. Nancy Timms
Human Resource Director
St. Joseph's Hospital
407 3rd Street SE
Minot, ND 58701

Dear Mrs. Timms:

I am writing in response to the ad that you placed in the January 3rd edition of the Minot Daily News classified section. I am very excited about the position as a Pediatric Nurse in the children's ward at St. Joseph's Hospital.

I am a highly skilled Registered Nurse with 6 years experience looking after seriously ill babies. In addition, I am familiar with NICU standards and have a large medical vocabulary. I am able to present information accurately and remain calm in high stress and emergency situations. I have also been involved in assisting with the planning of patients' care programs.

If you would like more information, please let me know by calling (701) 555-5555 anytime during the day or by emailing me at <ineedajob@minot.com>. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

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Encl. resume