

Sample Letter of Application

1000 Anywhere Street
Queens, NY 11102
August 14, 2014

Elisabeth Jones
Nursing Recruiter
Mt. Sinai Hospital
2510 30th Ave,
Astoria, NY 11102

Dear Ms. Jones:

In response to the position announcement on your website for Nursing Supervisor, I enthusiastically submit my materials for your review. I am confident that my extensive experience recognizing and assisting in solving professional, administrative and supervisory problems in an assigned area will meet the needs of your organization. Mt. Sinai Hospital in Queens is a community hospital dedicated to providing excellent medical care to all communities it serves.

My four years of clinical experience as a student nurse in different hospitals in Queens and Manhattan, my excellent training in school, as well as my two years of experience as a Nursing Supervisor in a fast-paced setting with a varied and clinically complex patient load, has empowered me with the defining skills necessary to provide holistic care. Throughout my clinical experience I acquired excellent interpersonal, communication and organizational skills, besides being empathetic, sensitive, and responsive to the needs of clients. My skills also include providing individual care for patients of all ages, performing constant observation and ensuring patient's safety/comfort, and offering culturally competent care using knowledge, skills, and attitudes. Dealing with the diverse concerns of clients and staff, I am now able to respond quickly in emergent situations and have become adept at working with diplomacy and tact. I have much to offer to Mt. Sinai Hospital and would welcome the opportunity to discuss my skills and abilities. I can be reached at 917-555-1212 or at janedoe@aol.com. I look forward to talking with you regarding this position. Thank you for your consideration.

Sincerely,
Jane Doe