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March 5, 20XX

Susan Brown

Nurse Recruiter

Johns Hopkins Hospital

123 Wolfe Street, Wheeler 223

Baltimore MD 21205

Dear Ms. Brown:

I am writing in response to an announcement recently posted on the Johns Hopkins Hospital employment opportunities web site for new nursing graduates. As you can see from my resume, I will graduate in May 20XX from the Johns Hopkins University School of Nursing.

Through my clinical rotations, I have had the opportunity to work in several settings, including medical-surgical, critical care, and emergency. My experiences enabled me to develop strong skills that prepare me well for the challenges of nursing. I plan to complete my transitions rotation in the critical unit at Johns Hopkins Hospital in the spring, and am confident that I will continue to develop as a nurse; particularly as I provide care to a diverse patient population.

In addition to my nursing skills, I have developed my leadership skills as well. As the president of the JHU chapter of the National Student Nurses' Association, I have planned several community service activities, including a blood drive for SON students with a 81% participation rate. Our chapter also created a program that provides infant care training to underserved mothers in the area.

I am very interested in beginning my nursing career at Johns Hopkins Hospital and believe that my skills and experience prepare me well. I will contact you during the week of January 15 to discuss career opportunities. I look forward to meeting you, and please do not hesitate to contact me at 410-555-1234.

Sincerely,