

Sample cover Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Job Title
Company
Street
City, State Zip

Dear Mr./Ms. LastName,

I am interested in the Register Nurse positions at ABD Company. ABD's Professional Leadership Program has been recommended to me as one of the most highly regarded Nursing programs in the industry. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor's Degree in Nursing from XYZ University. In addition, I completed two internships focusing on community based nursing and spent a summer work for DEF Corporation at its New York City headquarters.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the leadership program with you and to provide further information on my candidacy. I can be reached via my cell phone, 555-555-5555 or by email at bbbb@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Your Signature

Your Typed Name

Reference:

Doyle,A.(2014). Retrieved on May 21, 2014 from <http://jobsearch.about.com/od/>

coverlettersample/a/letterinterest2.htm