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July 14, 2012

Sharon Pierre, PhD, RN  
Director of Nursing  
Caring Hospital  
New York, NY 10001

Dear Dr. Pierre,

I am interested in the position you advertised in the North County Journals on 10/12/12 for a medical-surgical nurse at Caring Hospital. I will graduate with a Bachelor of Science degree in Nursing from the New York City College of Technology in January. I have my NCLEX-RN licensure. One of my clinical rotations was at the Caring hospital and I must say that I would like to join the conscientious team of nurses that I met. I found that excellent care was provided and the nursing staff was well satisfied with the administration and the work environment.

I would like to work at your hospital because of it excellent reputation. While I was in nursing school, I performed volunteer work for 3 months with the nurses from your hospital. The nurses were very enthusiastic about the hospital’s environment and career advancement opportunities.

I look forward to an interview with you to discuss my education and experience. Please contact me at (212) 807-0969 or at the address above. I have enclosed a copy of my resume with this letter. Thank you for your attention and consideration.

Sincerely,

Wendy Thompson