

Cover Letter Guide: Nursing

DEFINITION

Job search letters are the primary communication tools between you and a potential contact or employer. An effective letter should promote an important commodity (you) by achieving the following results:

- **Communicate your accomplishments, skills and experiences** by personalizing, not repeating, what you wrote in your resume
- **Convey your writing style** and thought processes
- **Capture the attention** of a contact or a potential employer and compel him or her to continue reading

TIPS FOR A SUCCESSFUL COVER LETTER

- **Customize** each letter to a specific position or purpose
- **Know your audience** by thoroughly researching the individual, organization, and setting
- Express yourself with **confidence** - highlight your strengths (e.g. show how you have contributed to patient satisfaction through your communication skills - patient satisfaction is a high concern to all hospitals)
- **Display your enthusiasm** for the organization and the position
- Try to **address your letter to a specific person** responsible for the hiring decision. This establishes a contact you can follow up with after applying. If you're not sure, use "Dear Internship Coordinator" or "Dear Human Resources Manager." Avoid "To Whom It May Concern."
- Share **personal examples** when relevant- stories are remembered
- Provide **concrete example** of skill rather than saying "I am a strong leader"
- In final paragraph provide a **call to action** (discuss next steps) rather than passive ending such as I hope to hear from you

FORMAT AND CONTENT

Your Street Address
City, State Zip Code

Date

Name of Person and their title
Company/Organization name
Street Address of Company
City, State Zip Code

Dear Mr./Ms.:

FIRST PARAGRAPH (INTRODUCTION) includes the reason you are writing. Name the specific position or type of work and the resource you used to find the position (e.g., organization website). Mention information about yourself including your degree program and graduation date. Include the name of a contact if you have one. Keep the reader interested by briefly stating a fact or observation about the organization that shows you are interested and have researched the company. Include one line that is similar to a thesis statement telling them why you think you are a qualified candidate.

SECOND PARAGRAPH (BODY) includes why you are interested in and qualified for the position. You must highlight strong connections between your skill-set and the position's requirements. Make sure to indicate what you can do for the employer by pointing out achievements or responsibilities that mirror those required in the job description. Provide a specific example. Use strong transition phrases to link your paragraphs in a cohesive way.

THIRD PARAGRAPH (OPTIONAL) includes relevant information regarding key course projects, academic qualifications, or other skill sets such as leadership skills that would be valued in the position you are applying for.

FINAL PARAGRAPH (CLOSING) should state your desire for an interview and intent to follow up with your application. Include a phone number or email where you may be reached. Lastly, always thank the reviewer for their time and consideration.

Sincerely,

Your Name

Nursing Job Description and Cover Letter Examples

Nursing Job Description

The Trauma and Emergency Department ICU offers a variety of opportunities for advanced patient care in the region's only Level I Trauma Center. More than 50% of the patients admitted to the 50-bed unit are multiple trauma patients. The unit is a fast-paced unit with many opportunities for learning. The physician leadership of the unit are trauma/critical care trained doctors. The unit has many active committees with bedside nurses making **advancements in patient care** and **work environment**.

The environment encourages **evidence based practice and research**. Nurses working in the Trauma and Emergency Department ICU are also trained to work in the region's only Burn Center.

Qualifications

- Graduation from an accredited School of Nursing
- Valid DC Graduate Nurse Permit required.
- Current CPR certification from American Heart Association.
- **Customer service abilities** including **effective listening skills**.
- **Critical thinking skills, decisive judgment** and the **ability to work in a fast-paced environment**.
- Ability to perform work that requires walking, sitting and standing most of the time while on duty. Occasional lifting or patients with assistance is required.

Cover Letter Example

405 Nursing Way
Ashburn, VA 20820
April 2, 2016

Mary Brown, Nurse Recruiter
George Washington University Hospital
4422 University Lane
Washington, DC 20052

Dear Ms. Brown,

I am writing to express my desire to begin my nursing career at The George Washington University (GWU) Hospital, applying for the Emergency RN New Graduate Program. I will be graduating in May 2016, and taking the NCLEX June 18th, 2016. As a GW student and currently completing my final preceptorship at GWU Hospital in the ICU, I have seen firsthand the dedication, knowledge, and passion the nursing staff and medical team have for their patients, families, communities, and profession. These qualities accompanied with an organization that is innovative, dedicated to education and research, and committed to providing high-quality compassionate care, is an organization that aligns with the vision I have for my career – *to do great work, care for people, and make a difference*. I am confident that my passion and experiences make me an ideal candidate for this position and the GWU Hospital.

The rigorous GW nursing curriculum, my final preceptorship in the ICU, as well as my previous experience launching a small business have prepared me for the unpredictable fast-paced environment of the Emergency Department. As a small business owner I was responsible for creating a new division, developing programs that created results and improved outcomes for clients. Through both my clinical and nonclinical experiences I have learned the importance of multi-tasking and problem solving which will assist me in being able to make quick high impact decisions and prioritize patients' needs.

My preceptor, Laura Douglas, and the rest of the GWU Hospital ICU staff were instrumental in providing me experience and exposure to multiple high stress situations where I learned to listen to the ICU Team and take in critical information in order to make quick decisions to improve patients' conditions.

Furthermore, my experience in Haiti, void of resources, working with a team, managing challenging conditions, and preparing mobile clinics to provide health care for hundreds of people, gave clarity to my nursing path and a desire to work in emergency medicine.

My qualifications for this position are shown in my experiences within health care and outside. My set of leadership, communication, and critical thinking skills combined with my passion for nursing prepare me to make to a positive impact to the Emergency Department. I would sincerely appreciate the opportunity to be part of The GWU Hospital team and family. Thank you in advance for your consideration of my application.

Sincerely,

Ima Student