29 August 2008

Sarah Kevin

Head Nurse, Pediatric Department

Uphill General Hospital  
601 Whitehead St

Key West FL 33040

Dear Ms. Kevin:

SUBJECT: Application as a staff nurse for the pediatric dept.

I saw your post in your website yesterday indicating your vacancy in the pediatric department for a Staff Nurse. I would like to express sincerely my intention to apply for this position. I have been working for five full years as a nurse. I was from the orthopedic department in John Haynes Medical Hospital. I worked there as a nursing assistant right after I got my license. I also worked for the Pediatric Department of the John Hoodwinks General Hospital as a staff nurse.

My tenure from my previous work experiences proved me an efficient and self-driven nurse. More details are available on my attached curriculum vitae regarding my skills and competencies. The trainings I had, as well as the awards and recognitions I received during my stay in my past work places are well detailed.

I will call you this coming Tuesday to discuss the opportunity and a possible schedule for a face-to-face interview in more detail. Thank you so much for your consideration. I believe I am a very strong candidate and sincerely think this opportunity is worth exploring for both of us.

Yours sincerely,  
(Signature)  
Kristine Clark

Enclosure: Resume.