Ms. Marge Willis

500 Hamilton Boulevard  
Peoria, Illinois 61602

August 20, 2010

Ms. Liza Jones

Human Resources Officer

Illinois Hospital

Dear Ms. Jones,

I found out through a friend working at your hospital that you are currently looking for a nurse to add to your hospital staff.  I have read the qualifications you require for the job and I would like to apply for the position since I satisfy the said qualifications.

I am a recent graduate of a nursing degree which I took at an institution renowned for its health-related programs.  I spent my internship at a local hospital where I was exposed to all types of illnesses and cases that nurses should address.  I have a passion for helping others which drive me to become a good nurse.  I have also taken up further training to advance my knowledge in the field.

Please contact me at (309) 676 8747 for inquiries.

Thank you.  I hope for your positive action.

Sincerely,

Marge Willis