

Sample Cover Letter - Nursing

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Joan Campbell
Graduate Recruitment Co-ordinator
St Joseph's Hospital
123 Example Street
MELBOURNE VIC 3000

Dear Ms Campbell

Re: Graduate Nurse Program

Thank you for taking the time to explain your program when I met you at the St Joseph's Graduate Program information session in March. I am now submitting my application for St Joseph's Hospital's Graduate Program. I am particularly interested in joining St Joseph's Hospital as I understand from our conversation and my research that you place a strong emphasis on holistic patient care. Having gained considerable professional insight through the observation and experience gained in my clinical placements, I have been able to see first-hand that this leads to better outcomes.

My Bachelor of Nursing degree at Monash has given me an excellent understanding of traditional nursing practices, new technology and caring values. During my three clinical placements I learned a range of nursing skills on the job, while developing the ability to think on my feet and learn by doing. I especially enjoyed my rotation on the emergency ward and aspire to specialise in this area one day.

I have also been able to develop knowledge in a range of practice settings and have been trained in problem-solving and clinical reasoning. Through my successful practice assessment I have proven that I am competent and safe in the practice of clinical nursing skills and am able to work within legal and ethical standards of practice.

I communicate well and have excellent attention to detail, as attested to by the Deputy Director of Nursing at Happy Days General Hospital who was especially impressed with my skills during my clinical placement there and offered me a professional reference. In addition to my studies, my employment experiences have helped me to develop a number of qualities and skills, particularly team work. My main role at Fine-Food Supermarket is to work collaboratively with staff, supervisors and merchandisers in organising floor space.

To support my application for the St Joseph's Hospital Graduate Program I have enclosed copies of my resume, academic transcripts and clinical placement reports. Thank you for your consideration, I'm eager to discuss my application with you in more detail and look forward to hearing from you, please feel free to contact me any time on 0413 447 946.

Yours sincerely

Andrea Douglass

Attached: Resume, Clinical Placement Reports and Academic Transcripts

