

[Your Name]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Application: Registered Nurse, [Unit], [Hospital]

Dear [Nursing Director / Hiring Manager],

I am a registered nurse with [X] years in [ICU / ER / medical-surgical] care, currently caring for [X] patients per shift in a [X]-bed [unit] at [Hospital]. I am applying for the [Position] role in your [Department].

My focus is safe, calm care. I maintain [X]% medication-administration accuracy, run [X] patient-education sessions per month, and use SBAR handovers so the next shift has what it needs. I have also precepted [X] new nurses.

I hold [Licence body] registration [number, expiry], BLS and ACLS valid to [date], and can start on [date].

I would value the chance to bring this approach to [Hospital], where I admire [specific program, service, or accreditation].

Sincerely,

[Your Name], RN