

Jessica Monroe, RN

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Month DD, YYYY

Melissa Burton
Human Resource Manager
Mercy Medical Health Clinic
500 S. Oakwood Road
Oshkosh, WI 54904

Dear Melissa Burton:

As a recent graduate from Fox Valley Technical College with an Associate Degree in Nursing, I was excited to see the Registered Nurse position posted on your web site. My goal has always been to provide skilled, passionate, holistic medical care to those in need. This is an exciting time at Mercy Medical Center and I would love to be part of your organization's growth. I believe my training and experience would add tremendous value to your care team.

Allow me to highlight the excellent qualifications and contributions I can bring to this position:

- Over two years' experience working with patients as a Direct Support Provider for Clarity Care and a Licensed Practical Nurse at Valley VNA with proven success in elder and disabled client care resulting in four outstanding supervisory evaluations
- Completion of four 9-week practical nursing clinical rotations within clinic and hospital settings
- Excellent patient relations, time-management, interpersonal and communication skills, developed through work experiences and rigorous clinical studies, resulting in high evaluations.
- Ability to perform both independently and as part of a team, being personable yet focused in an effort to contribute toward cooperative working relationships among management, physicians, and support staff.

I would welcome the opportunity to meet with you and discuss this position in greater detail. I will contact you within the next week to discuss this position and answer any questions you may have.

Thank you for your consideration.

Sincerely,

Jessica Monroe, RN