**MC900196202[1] Florence Gale, R.N.**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Dr. Moses Grey

XYZ Hospital

Street Address, City, State, Zip

**Re: Nursing Position**

Dear Dr. Grey,   
I read in this week’s issue of the Nursing News that your hospital is looking for more nurses to add to your staff due to the expansion of your oncology ward.

As you can see from my attached resume, I have interned for two years in the oncology department of ABC Hospital, and would like to use what I learned from there for the benefit of your patients.  
My job responsibilities included the following:

* Providing care for patients and communicating with the patients’ family members
* Coordinating medical care and lab tests under the supervision of medical personnel
* Providing updates on each patient’s medical status

Throughout my training, I made sure to participate in any RN enrichment courses being offered to increase my knowledge and nursing skills. I am eager to learn further techniques and am quick to implement new strategies to provide superior healthcare.

Please be in touch with me at your earliest convenience so we can speak about the position further and how I can contribute to the best possible outcomes for your patients.

Thank you for your time.

Sincerely,  
Florence Gale, R.N.

**Enclosure: Resume**