**Joanne Kelley**

[Street Address] New York, NY 55900 • [Email Address] • (555) 555-5555

**Today’s date**

Ms. Danielle Tucker, human resources director

XYZ Medical Center

Address, City, State, zip

**Re: Nursing Student**

Dear Ms. Tucker,

During my search for an entry level position at a medical center, I came across your job posting in the Daily Sun.

As you see in my resume, I do have experience working as a nursing assistant.

I’ve worked under the supervision of registered nurses and head nurses in a very busy medical center. I would like to use my medical knowledge, clinical skills, and ability to develop rapport with patients to provide high quality health care and further my nursing experience.

My work experience includes:

* taking blood pressure readings.
* Monitoring heart rates.
* Assisting patients with personal care.
* Caring out all duties that my superiors request.
* Sterilizing equipment and assist in anti-infection procedures.
* Neatly documenting all information concerning patient condition and results of tests.

I am an eager participant in hospital workshops, as I am constantly striving to upgrade my nursing skills and learn new techniques to provide excellence in health care.

I am familiar with CPR and first aid procedures and have capably used them even in non-hospital settings.

Thank you very much for your time and consideration.

With your permission, I’ll contact you at the beginning of next week to arrange a mutually convenient time to come for an interview and answer any questions you have.

Sincerely,

**Joanne Kelley**

**Enclosure: My Resume**