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| **Amanda Jacob** | C: (555) 555-5555, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

**Today’s date**

Ms. Patricia Mitchell, Nursing Director

Green Bay Hospital

Address, City, State, zip

**Re: RN, Registered Nurse Opening**

Dear Ms. Mitchel,

In response to your job posting for an RN, I am pleased to attach my resume.

I have 14 years of experience in working in the cardiac, surgical, oncology, maternity, pediatric, infectious diseases, and palliative care departments at ABC Hospital and would like to use my skills to benefit your hospital and its patients.

My responsibilities include providing superb medical care to a diverse population of patients with a pleasant disposition.

My experience included:

* Assessing patient condition through taking their medical history and performing a variety of tests (blood pressure, oxygen saturation levels, temperature, fetal monitoring, and sending blood/urine samples to the lab for further analysis).
* Identifying symptoms requiring emergency care, and communicating with worried family members.

I am familiar with pain alleviation techniques and constantly seek other methods to ease my patients’ aches and assist them on their way to better health.

I would like to discuss with you the possibility of working at the hospital in further detail.

Please let me know if there is any further information you would like. You can be in touch with me at 444-555-6666 or [Email Address].

Cordially,

**Amanda Jacob**

**Attachment: Resume**