

Cover Letter Format



Header

Jane Wright
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November 5, 2024

Virginia Apgar
Recruitment Manager
Boltvern Hospital
Gainesville, MA

Salutation / greeting

Dear Mrs. Apgar,

Opening paragraph

My name is Jane Wright, and I am interested in the entry-level nursing position at Boltvern Hospital. I recently graduated at the top of my class from Greendale College with a bachelor of science in nursing and am eager to apply my hands-on education to provide the high-quality, patient-centered care Boltvern is known for.

Body paragraph

During my clinical rotations, I built a strong foundation in patient assessment, wound care, administering medications, and team collaboration. After a gap year teaching English in Brazil, I interned at AcmeCo Hospital, where I gained experience in fast-paced settings and learned to multitask and stay calm under pressure. Working with elderly patients was particularly rewarding, as it deepened my empathy, communication, and patience.

Closing paragraph

Joining Boltvern Hospital is an exciting opportunity to grow within a respected institution and contribute to patient care. I am confident that my clinical skills, dedication, and passion for nursing make me a strong fit for this role. Thank you for considering my application; I look forward to discussing my qualifications further.

Sign-off and signature

Sincerely,
Jane Wright

Whats In A Letter

**John Bartlett, Frank V.
Chambers, Francis Stapleton Chambers**

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The British drama, illustrated ,1872 Novels and Romances of Charles Lever: Sir Brook Fossbrooke Charles Lever,1899 **The Lincoln Library of Essential Information** ,1929 **The Rebellion of 1815, Generally Known as Slachters Nek** H. C. V. Leibbrandt,1902 **A harlot's progress. Esther happy. What love costs an old man. The end of evil ways. Vautrin's last avatar** Honoré de Balzac,1900 *St. Nicholas* Mary Mapes Dodge,1926 *Barry Locke, Half-back* Ralph Henry Barbour,1925 A football story for boys *Revenged!* Edith L. Chamberlain,1887 **Federal Decisions: Name** United States. Courts,William G. Myer,1888 Essentials of English Henry Carr Pearson,Mary Frederika Kirchwey,1915 **Washington Letter on Latin America** ,1981 Union Postal Clerk ,1912 *Diary and Consultation Book, Military Dept., 1752-[1756]* Madras (India : State),1910 **Parliamentary Papers** Great Britain. Parliament. House of Commons,1901 Bulletin of Photography John Bartlett, Frank V. Chambers, Francis Stapleton Chambers,1917 **Merry little tales, by Sheila** Margaret Doake,1894 **T. P.'s Weekly** Thomas Power O'Connor,Holbrook Jackson,1911 A Letter to Mr. Aikman, in Reply to His Work, "Judgment of the Judges of Jehovah." John GADSBY (Publisher.),1876 *Report of the Trial of the Directors of the City of Glasgow Bank Before the High Court of Justiciary* City of Glasgow Bank. Directors, defendants,1879 Trial for fabricating and falsifying the balance sheet for the year which was issued to the stockholders of the bank **Everybody's Magazine** ,1920

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