# Sample Cover Letter - Nursing

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18 April 2015

Joan Campbell
Graduate Recruitment Co-ordinator
St Joseph's Hospital
123 Victoria Street
MELBOURNE VIC 3000

Dear Ms Campbell

Re: Graduate Nurse Program

Thank you for taking the time to explain your program when I met you at the St Joseph's Graduate Program information session in March. I am now submitting my application for St Joseph's Hospital's Graduate Program. I am particularly interested in joining St Joseph's Hospital as I understand from our conversation and my research that you place a strong emphasis on holistic patient care. Having gained considerable professional insight through the observation and experience gained in my clinical placements, I have been able to see first-hand that this leads to better outcomes.

My Bachelor of Nursing degree at Monash has given me an excellent understanding of traditional nursing practices, new technology and caring values. During my three clinical placements I learned a range of nursing skills on the job, while developing the ability to think on my feet and learn by doing. I especially enjoyed my rotation on the emergency ward and aspire to specialise in this area one day.

I have also been able to develop knowledge in a range of practice settings and have been trained in problemsolving and clinical reasoning. Through my successful practice assessment I have proven that I am competent and safe in the practice of clinical nursing skills and am able to work within legal and ethical standards of practice.

I communicate well and have excellent attention to detail, as attested to by the Deputy Director of Nursing at Happy Days General Hospital who was especially impressed with my skills during my clinical placement there and offered me a professional reference. In addition to my studies, my employment experiences have helped me to develop a number of qualities and skills, particularly team work. My main role at Fine-Food Supermarket is to work collaboratively with staff, supervisors and merchandisers in organising floor space.

To support my application for the St Joseph's Hospital Graduate Program I have enclosed copies of my resume, academic transcripts and clinical placement reports. Thank you for your consideration, I am eager to discuss my application with you in more detail and look forward to hearing from you, please feel free to contact me any time on 0413 447 946.

Yours sincerely

Andrea Douglass

Attached: Resume, Clinical Placement Reports and Academic Transcripts

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**Sabine Zange** 

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## **Table of Contents How To Write A Cover Letter Of Nursing Learnership**

- 1. Understanding the eBook How To Write A Cover Letter Of Nursing Learnership
  - The Rise of Digital Reading How To Write A Cover Letter Of Nursing Learnership
  - Advantages of eBooks Over Traditional Books
- 2. Identifying How To Write A Cover Letter Of Nursing Learnership
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an How To Write A Cover Letter Of Nursing Learnership
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from How To Write A Cover Letter Of Nursing Learnership
  - Personalized Recommendations
  - How To Write A Cover Letter Of Nursing Learnership User Reviews and Ratings
  - How To Write A Cover Letter Of Nursing Learnership and Bestseller Lists
- 5. Accessing How To Write A Cover Letter Of Nursing Learnership Free and Paid eBooks

- How To Write A Cover Letter Of Nursing Learnership Public Domain eBooks
- How To Write A Cover Letter Of Nursing Learnership eBook Subscription Services
- How To Write A Cover Letter Of Nursing Learnership Budget-Friendly Options
- 6. Navigating How To Write A Cover Letter Of Nursing Learnership eBook Formats
  - o ePub, PDF, MOBI, and More
  - How To Write A Cover Letter Of Nursing Learnership Compatibility with Devices
  - How To Write A Cover Letter Of Nursing Learnership Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of How To Write A Cover Letter Of Nursing Learnership
  - Highlighting and Note-Taking How To Write A Cover Letter Of Nursing Learnership
  - Interactive Elements How To Write A Cover Letter Of Nursing Learnership
- 8. Staying Engaged with How To Write A Cover Letter Of Nursing Learnership
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers How To Write A Cover Letter Of Nursing Learnership
- 9. Balancing eBooks and Physical Books How To Write A Cover Letter Of Nursing Learnership
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection How To Write A Cover Letter Of Nursing Learnership
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine How To Write A Cover Letter Of Nursing Learnership
  - Setting Reading Goals How To Write A Cover Letter Of Nursing Learnership
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Write A Cover Letter Of Nursing Learnership
  - Fact-Checking eBook Content of How To Write A Cover Letter Of Nursing Learnership
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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