

# Create a strong NURSING Cover Letter

**Your Full Name**  
Your Street Address  
Your City, State, Post Code  
Phone Number & Email Address

Include the date you wrote the letter

Date

**Full Name of Contact Person**

Contact Person's Job Title  
Hospital's Street address  
City, State

Dear (Contact Person),

**RE: Program/Position Name and Reference Number**

*Opening Paragraph: What and Why?*

- State the position/program you are applying for and how you heard about it.
- Talk about why you are interest in this position/program/hospital
- Try to demonstrate a genuine interest in the hospital/industry and their patients by showing you have a good understating of what differentiates them from other similar health services
- Show that you've researched the hospital by incorporating information such as their mission, specialties or program structure/training
- Mention any links you have with the hospital e.g. completed placement there

*Second Paragraph: Your Qualifications and Knowledge*

- Highlight your qualifications and knowledge you have gained through study/previous jobs and how it would be beneficial in this role and meet the needs of this employer.
- Consider briefly describing a related achievement or success story and discussing how it transfer to the job.

*Third Paragraph: Your Skills and Experience*

- Briefly acknowledge the skills required to be a good nurse and how you meet these requirements. Provide brief examples of how and where you have developed these skills.
- Discuss the skills, strengths and experience you could bring to the job, being sure to connect them to the tasks and required skills listed in the position description.

*Fourth Paragraph: Values*

- Show that you know the hospital's values and provide an example of how 1-2 of these values are also particularly important to you and how you have incorporated them in to your life, work or nursing practice.

*Closing Paragraph: Conclusion*

- Restate any important themes, creatively tying them together into a cohesive sales pitch.
- Refer to any other attached documents, such as your CV/Resume or Academic Transcript.
- If applicable, state that you look forward to meeting them and discussing your application further at an interview.
- Make it easy for the hospital to contact you: list your email address, as well as your phone number and times you can be reached.
- Thank them for their consideration.

Yours sincerely,

Your full name

Use an appropriate greeting (by name where possible). E.g. Dear Mr\_ or Ms.\_; OR Dear Sir/Madam

Ensure you identify the position you are applying for by including a reference line

**ONE A4 PAGE ONLY.**  
In most cases, 3 to 4 paragraphs are enough to tell your story

Sign off with your full name