

ROBERT SMITH

Clinic Nurse

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[Today's Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I am sending my resume for review in response to the advertisement regarding the position of a Clinic Nurse that has just opened up at your [XXX Hospital]. I am confident that my experience of over 5 years and dedication towards work, will make me a perfect fit for your organization.

I have always been inclined to work in the health care industry. With this opportunity at your organization, I see myself to be successful and building a career shortly. [XXX Organization] is the epitome of healthcare since its inception. It has always worked for the betterment of mankind. I am sure that my future goals align perfectly with your goals as an organization.

At my current organization [YYY Organisation] I have been tasked with the following duties:

- My ability to work in a fast-paced environment is one of my strengths.
- Comprehensive knowledge about various latest procedures has always provided me an edge over other nurses.
- My main focus has been outstanding patient care and I can work two shifts back-to-back.
- The demanding needs of my profession are constantly met by attending refresher classes and self-study.
- Technical know-how about maintaining hospital equipment and maintenance is also something that I acquired over the years.
- My attention to detail by observing and maintaining a record of my patient's symptoms allows me to provide them with the best care possible.

My experience, attention to detail, and self-motivated spirit along with my dedication to improving a person's health will match with the requirements for the post of a Clinic Nurse at your organization.

Thank you for your time and consideration. Looking forward to meeting you to discuss the position in further detail.

Sincerely,
[Your Name]