

Sample “Targeted” Cover Letter II

JAN JOBSEEKER
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April 1, 2007

Ms. Jane Doe
Director of Nursing
Health Haven Health Center
XXX Main Drive
City, OH 44xxx

Dear Ms. Doe:

As a soon to be graduate of Lorain County Community College’s Associate Degree in Nursing, I am writing to be considered for a position as a new nursing graduate.

I had the privilege of doing many of my rotations at Health Haven Health Center, as my enclosed resume indicates. I not only learned a variety of clinical skills but the ability to think on my feet and problem-solve. I also came to realize the value of practicing nursing in a teaching hospital. In the future, I hope to become more involved in ongoing research, and feel that teaching hospitals provide the best opportunities for such work.

In addition to my nursing skills, I will bring leadership and strong organization skills to Health Haven Health Center. Last year I lead a team of student volunteers to raise over \$ xxx for the annual XXXX fundraiser. My preceptors, advisor, and supervisors have been impressed with my ability to manage multiple tasks simultaneously while maintaining a high level of enthusiasm.

I am very eager to begin my nursing career at Health Haven Health Center. I will contact you next week to ensure the arrival of my materials and the opportunity to schedule an interview. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Jan Jobseeker

Enclosure