[Today’s Date]

[Your full name]

[Your phone number]

[Your email]

[Your address, city, state, postcode]

[Your LinkedIn]

[Hiring Manager’s Name]

[Company Address, City, State]

[Phone number]

[Email address]

Dear [Hiring Manager],

**RE: <insert role title> position**

I’m writing to you today regarding the entry-level nursing job vacancy on XXXX. I was delighted to see that the role perfectly suits my skillset and nursing education. I am confident that I am already well equipped to rise to the challenge.

I have a XXX degree in nursing and XXX years of work experience as an XXX (nurse position). During that time, I developed the skills to deliver impeccable patient care and a variety of other health care services. I have been trained in XXX, XXX and XXX to monitor patient’s health adequately. While working at XXXX as an XXXX, I was tasked with XXXX and also XXX, which gave me all the necessary nursing skills for this particular role.

As noted on my resume, my competencies and capabilities are firmly in line with the requirements stated in your job description. For instance, while working at XXX in XXXX, I have gained a deep understanding of how to perform medical procedures such as XXX as well as other condition-stabilising interventions. Additionally, I possess excellent communication skills, which help me to interact with patients effectively, family members, physicians, and other health team members.

I look forward to hearing back from you at your earliest convenience and feel free to contact me at any time. I welcome the opportunity to meet and discuss your needs with me in detail.

Yours Sincerely,

[Your Name]