



## Cover Letter Example

John Hancock  
100 Chip Ave  
Mount Pleasant, MI 48858

December 7, 2020

Richard Smith  
Marquette General Health System  
580 W. College Avenue Marquette, MI 49855

Dear Mr. Smith:

I am writing in response to your job posting for the RN position in the Neonatal Intensive Care Unit. It would be a pleasure to meet with you so I can discuss how my previous experiences and education fit with the needs of this position.

My education and clinical rotations have allowed me to advance my skills, experience, and knowledge and provide me with a solid foundation for fulfilling the requirements of the position. I am proficient in a wide variety of nursing skills, which I have obtained throughout my clinical experiences.

I am a reliable, compassionate, and hard-working person that pays attention to detail. I enhance patient and family involvement by combining patient safety awareness with my excellent organizational and communication skills. I believe that I would be a great asset to this department.

Thank you for your time and consideration. Please contact me to further discuss my education, knowledge, and skills. I look forward to hearing from you.

Sincerely,  
John Hancock