Christine Johnson, R.N.

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November 8, 2021

Joshua Lee

Director, Human Resources

Acme Hospital

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I appreciate you taking the time to speak with me a second time regarding the position of staff nurse at Acme Hospital. Thank you for your continued interest in the skills I believe I would bring to your organization.

My nursing experience is extensive and, as we discussed at length during our meetings, as a certified emergency nurse (CEN) with ACLS, PALS, BLS, and CPR certifications, I have worked in several ER and trauma unit environments similar to yours. I thus feel I would fit in well and be an asset to your staff team.

You mentioned during our interview that because of the current shortage of skilled nurses in our community, your ideal candidate would be willing to regularly work overtime or on the weekends as needed. I would like to assure you that I have both the energy and the flexibility to do this, as I have demonstrated in my current role as a staff nurse at PeaceHealth Medical Center’s Level 1 trauma center; I typically work extra shifts anywhere from 3 to 5 times a month to ensure our uncompromised coverage of our ER and trauma unit shifts.

If you hire me, you will find me to be detail-oriented and conscientious in caring for your patients and supporting their families through the stressful stages of emergency medical and recovery care. I’m well-versed in supervising and mentoring LPNs and CNAs and have served as a mentor to first-year nursing students. Dedicated to organizational excellence, I also have regularly served on various hospital committees, including our JCAHO Readiness Taskforce, Critical Care Committee, Ethics Committee, and Medical Care Evaluation Committee.

I am looking forward to hearing from you soon; please let me know if there is any other information I can provide to help you in your decision-making process.

Regards,

*Signature* (hard copy letter)

Christine Johnson, R.N.