

DEANNA COFONE

Dear Recipient:

This letter is to express my interest in the Registered Nurse position at your Hospital. I am an enthusiastic candidate with the skills and attributes necessary to contribute to the patient care at your healthcare facility.

As you can see from the attached resume, my experience as a certified nursing assistant and EMT-B, along with my variety of clinical experiences, have allowed me to attain a foundation of skills necessary to ease into my career as a Registered Nurse. I feel my knowledge of medical terminology and customer service would be a valuable asset. With this experience, I have developed strengths in communication, collaboration, and information technology. If the position at hand requires key attributes such as professional, reliable, competent and compassionate, I feel I would be a strong candidate and would appreciate being considered.

During my clinical experiences at the Elderwood Nursing Home, Nichols Fire Department, and Campville Fire Department, I obtained a wide range of nursing skills on the job, while developing critical thinking skills. I was praised by clinical instructors for my eagerness to learn and ability to multi-task.

In addition to the skills learned in school and during clinical experiences, I am extremely knowledgeable in customer service. My nurse's aide experience and my experience as an EMT-B has given me ample opportunity to work with the patient population. I have also learned the importance of prioritizing and managing time efficiently. I believe that the skills I attained are the basic foundation to being a safe and effective nurse.

I welcome the opportunity to discuss with you how I might best fulfill the present needs for the Registered Nurse position at your health care facility. Until then, thank you for your consideration and I look forward to meeting with you.

Sincerely,
Deanna Cofone