

Marissa Deal  
Street Name  
City, State and Zip Code  
(XXX)-XXX-XXXX  
May 3, 2020

Dear Mr./Mrs. (insert name),

I am writing in response to the advertisement posted for the position of a New Grad RN. I am completing my junior year of nursing at Elmira College in New York and I am very excited to see what this position has to bring.

My clinical experience varies from medical Surgical Unit, Intensive Care Unit, Maternity, to the Emergency room. With clinical, I was responsible for the care of the patients, monitoring vital signs, monitoring input and output, positioning, and giving medication. Now, I want to gain some more experience, knowledge, and training even further. It is my belief that this job would give me the opportunity to build upon what I have already learned. I look forward to bringing client care and great nursing skills to this position. I am also excited to learn more with the job that follows.

I would like to take the opportunity to thank you for considering me, and I hope to meet you soon for discussing this position further. Thank you once again.

Sincerely,

Marissa Deal