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The Manager,  
Glenelg Community Hospital  
Big Street  
Next Suburbsville S.A. 5XXX

(Date)

Dear Ms Williamson,

Re: Nursing Position – Reference Number 2013AB

The stated values and focus of the work carried out by Glenelg Community Hospital are highly appealing to me, and I am therefore extremely keen to explore this opportunity to join the organisation. I am confident I have the ability to be an effective member of your marketing team and in playing my part in achieving the goals of the organisation.

Following is a summary of my qualifications and experience to assist you to evaluate my suitability for this role:

Tertiary Qualifications

- Completed Bachelor of Nursing, University of South Australia, 2xxx

Communication skills

- Highly developed interpersonal communication skills, effective in working with a broad range of people in culturally diverse environments
- Able to quickly establish trust and win the confidence of patients

Ability to work in team situations

- Have demonstrated ability to work in very busy environments and under sustained pressure, both as team member and also team leader

Planning and organising

- Very thorough in planning and organising and attends well to detail

Attached is my resume which outlines in more detail the attributes I would bring to this position.

I look forward to meeting you at an interview in the near future where I hope to further explain the contribution I can make to your organisation.

Yours Sincerely

Your Name