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

(Date)

Dear Ms Williamson,

You may recall that we briefly spoke at the recent Rotary fund raising evening about working in palliative care. You indicated at that time that you would be interested in seeing my resume.

I thought you might find it helpful if I provided a brief summary of my qualifications and experience:

- I am in my final year of completing the Bachelor of Nursing
- Have been employed in a variety of positions while studying, and have progressed into leadership positions in several of these roles
- I'm described by others as being a confident, mature, articulate person, with well developed interpersonal skills
- Am committed to providing the highest levels of service and care to clients and their families
- Able to quickly develop effective working relationships with others

I am confident you will find that my passion for nursing, and in particular for palliative care, combined with the knowledge and skills gained through the work I've done while studying, will enable me to make a significant contribution to your team.

My resume is attached for your further information.

I will contact you in the near future to determine your interest in my capabilities and the likelihood employment opportunities that exist in your organisation at some point in the future

Yours Sincerely

Martha McArthur