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

(Date)

Dear Ms Williamson,

I was recently looking at the hospital's website and admiring the diversity of health care services that the hospital provides, and the hospital's commitment to providing quality healthcare in a caring, responsive environment.

The reason I'm writing to you to is that I'm seeking part time or casual employment as an Assistant in Nursing and I'm confident that I can demonstrate to you that I would be a valuable addition to your team.

Following is a brief summary of my qualifications and experience:

- I am currently completing my final year of 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 high levels of service to patients
- Able to quickly develop effective working relationships with others

I am confident you will find that my passion for nursing, 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 of casual employment opportunities that might exist in your organisation in the near future.

Yours Sincerely

Martha McArthur