**LETTER TEMPLATE**

**NURSING COVER LETTER**

Here is a general template to follow as you create your own nursing cover letter:

**[First name] [Last name],**

**[Degree or certification if applicable]**

**[Phone number]**

**[Email address]**

**[City], [State]**

**[Date]**

**[Company name]**

**Option 1**

Dear **[Hiring manager's first name] [Hiring manager's last name]**

**Option 2**

Dear **[hiring manager]**

**Paragraph 1**

**[Express excitement for the position, including the role title and the company name]. [Introduce yourself by explaining why you're applying for the job and how the job aligns with your career goals and what specifically draws you to the company].**

**Paragraph 2**

**[Explain your relevant experience and qualifications without repeating what's in your resume].** **[Highlight one-to-two relevant achievements with facts and data when possible.] [Explain why you'd be a good fit for the company]. [Optional - address employment gap or career transition].**

**Paragraph 3**

**[Express gratitude]. [Summarize qualification]. [Restate interest in role]. [Call to action + availability and preferred contact method.**

**[Complimentary close],**

Yours sincerely

**[Signature]**