**LETTER TEMPLATE**

**NURSING COVER LETTER NEW GRAD**

**[Date]**

**[Hiring Manager’s Name]**

**[Hospital Address]**

**[City, State, Zip Code]**

**[Telephone No.]**

**[Hiring Manager’s Email]**

Dear **[Mr./Mrs./Ms.] [Hiring Manager’s Surname],**

As a recent nursing graduate, I’m excited to submit my application for the New Grad Nurse position at your reputable hospital. I’m confident my passion for excellent patient care and improving lives will make me a strong addition to your team and an immediate asset at Mercy General.

Through my university, I had the opportunity to gain clinical practice experience at Camden Medical Center. While there, I enjoyed making a positive impact on quite a few patients and their families. Moreover, I’ve proven my dedication to building a nursing career through the following:

* Earning a bachelor’s degree in nursing with a 3.9 GPA, graduating top of the 2020 class
* Starting a blog with helpful resources for aspiring nurses that attracts more than 10,000 visitors per month
* Helping organize a well-received three-day workshop for an audience of nearly 70 doctors, nurses, and administrative staff

Ultimately, I’m confident my training, dedication, and hands-on experience with patient care make me an ideal fit for the New Grad Nurse position at Mercy General.

I look forward to meeting you in person to discuss the position further. You may reach me by phone at 123 456-7895 or via email — deniceharris@gmail.com to arrange an interview.

Thank you for taking the time to review my application.

Sincerely,

**[Your Name]**