521 Example Avenue

Baltimore, MD 65987

December 4, 2013

Ms. Anna Johnson

Senior Administrator

Sheppard Pratt Health System

23 North Road

Baltimore, MD 65987

Dear Ms. Johnson:

Thank you for the opportunity to interviewing me on 3rd December at Sheppard Pratt Health System. The Registered Nurse position we discussed is a great opportunity for which I feel uniquely qualified.

I am grateful for your time and information you shared with me during this informative interview. As we discussed, my background in nursing profession would enable me to work efficiently with physicians and co-workers. Not only am I fulfil the job requirements, but I also understand the appropriate nursing techniques for particular medical situations as they affect not only the patient’s health but also the hospital’s budgetary issues.

If you need any additional information or documents, please do not hesitate to call me by phone at (555) 999-5555. Once again, thank you very much for meeting with me. I look forward to speaking with you again soon.

Sincerely,

(Signature)

Laura K. Smith, RN — or (LPN, RN, CNA, Nursing Assistant as appropriate)