



# Nursing Cover Letter Tips

- The cover letter should be brief and contain additional information that is not in your resume. Don't just repeat your resume in your cover letter.
- Most new nurse resumes look similar, so the cover letter is your opportunity to be unique. Think of things that help you stand out from others who may be applying for that position, and that show your personality.
- Personalize the cover letter to the position for which you're applying; DO NOT have a generic cover letter for all positions. This is how applicants make mistakes and send the wrong cover letter with the wrong hospital/position name to the wrong place.
- Be enthusiastic about the position and hospital/facility and confident in conveying your skills/experience.
- Do some research about who the hiring manager is or ask the person who sets up the interview. When writing your cover letter convey to that person by using the form "Dear" and the person's name/title who maybe conducting the interview. For example, if you don't know the hiring manager's name, you could address the letter "Dear Hiring Manager." As much as possible, avoid using the common greeting, "To Whom It May Concern".
- End your cover letter with a strong paragraph stating that you'd love to speak further about the position and instruct the reader how to contact you. Thank the reader for their time and consideration.



Your Address  
City, State and Zip Code  
Email Address

Date

Name of Person and title  
Company/Organization  
Address  
City, State, and Zip Code

Dear Hiring Manager:

**Intro Paragraph:** A few things to include are insight of why you are in contact with that person (“I am writing to express interest in (position name) at (hospital name). You can add here how you learned about the position (i.e. former clinical instruction, someone who works there, company website, job fair, etc.). Include information of your education: program, graduation date, and academic successes (keep this part short because it should be clearly on your resume). To keep the reader/hiring manager engaged talk a little about the hospital you’re applying to – why are you interested in this position at this facility (browse their mission statement, talk about experiences you may have had there – clinical or personal) Lastly thinking back on yourself, include one important fact something that would stand out from other applicants. What would make you a perfect fit on this unit/hospital?

**Second**, include what about the occupation peaked your attention and what would make you a reliable candidate. Draw attention to your expertise and how it’s relevant to the position to which you’re applying. Be sure to include strong (and diverse) examples of how past experiences have prepared you to handle the duties of the job you’re seeking. (THIS IS THE MOST IMPORTANT PARAGRAPH)

**Lastly**, briefly recap why you’re a great candidate for the position. Express that you would like to further discuss the position and provide information on how to proceed with the communication process afterwards. “If you need any more information, please do not hesitate to contact me. Thank you again for the opportunity, and I look forward to speaking with you soon.”

Sincerely,

Name