

# ZOEY LOGAN

Registered Nurse  
123 South St.,  
San Diego, 12345  
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(123) 456-7890

January 7, 2024

**Jessica Stanley**

Senior Hiring Manager  
San Diego West Medical  
(987) 654-3210  
j.stanley@sandiegowestmedical.org

Dear Ms. Stanley,

At San Diego Bay Hospital, I have been named employee of the year twice (2016 and 2018) and received numerous accolades and commendations for my excellent patient care skills. I would be proud to replicate this success at San Diego West Medical.

In addition to a master's degree in nursing, I have over five years of proven experience providing high levels of care to all my patients. Due to my extensive medical knowledge, management experience, and patient-centered focus, I would be a valuable addition to your nursing staff. Some of my notable accomplishments include:

- Assisted in creating nursing schedules that helped to create a 5% reduction in scheduling waste from my unit
- Extensive experience in working in the trauma and ICU wards
- Trained seven new nursing staff in the EMR systems and best practices.
- Educated patients in post-operative care and medication before discharge

I look forward to meeting with you to discuss how my patient care skills and plan-of-care knowledge would benefit the team at San Diego West Medical. Please contact me at your earliest convenience to discuss a meeting time that would suit your schedule.

Best Regards,

*(Insert Signature Here)*

**ZOEY LOGAN**