

Sarah Pettigrew

example@myemail.com

(098) 765-4321

456 My Street, San Diego,
CA 76543,

David Higgins
Mount Sinai Medical Center
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mr. Higgins,

As a nursing manager, I successfully modified my unit's budget by cutting 15% of costs without sacrificing patient care. I hope to bring the same level of success to a position at Mount Sinai Medical Center.

I have over 17 years of experience in caring for patients and managing staff. I showcase a broad range of nursing experience, having worked in various wards, including pediatrics, obstetrics, trauma, and ICU. My patient care record and excellent communication skills make me a valuable addition to your medical team.

Some of my past successes include:

- Training new nurses and staff members in electronic medical record (EMR) and EHR protocols and system updates, resulting in better patient health records
- Created new scheduling systems that cut 17% scheduling waste from the unit
- Designing and implementing a new nursing career development program that assisted nurses wanting to further their training, reducing the unit's turnover by 23%

I'd like to set up a meeting at your convenience to discuss how my work experience and health care knowledge could be of use to Mount Sinai Medical Center. Please feel free to contact me with a time that suits your schedule.

Best Regards,

Sarah Pettigrew