

Joe Smith

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Nancy Jones

Recruitment Manager
Cedars-Sinai Medical Center
(310) 423-5154
nancy@csmc.org

Dear Ms. Jones,

During my clinicals, I was consistently recognized by my preceptor as a top-performing nursing student in my rotation. Through my team collaboration skills, high level of patient awareness, and safety prioritization I have been able to achieve more than what was expected.

As a hospital pioneering medical research and education, Cedars-Sinai is setting new standards for patient care. I know the role of Registered Nurse (I) needs someone who can handle the fast-paced, high-demand environment. I believe my skills in the areas listed below can help your team:

- Communicator: I engage with patients in-person and on phone calls in a calm, professional manner, resolving any conflict with compassion and care.
- Problem-Solver: Before bringing issues to my nurse manager, I do everything within my power to solve any problems that arise.
- Adaptable: The ever-changing environment of the hospital has trained me to think on my feet and pivot with whatever comes my way.

I'm looking forward to connecting with you to talk about how my skills and strengths could benefit the team at Cedars-Sinai Medical Center. I'm available to talk at a time that works best with your schedule.

Best regards,

(Insert Signature Here)

Joe Smith, RN

P.S. I'd also like to talk to you about how I created patient care plans for the specific needs of the clients in my care during my CSU clinicals.