

Mr. Caleb Morris

Hiring Manager

XYZ Hospital

(123) 456-7890

email@example.com

May 24, 2024

Dear Mr. Morris:

As an LVN at a regional hospital, I've achieved zero medication errors and a 97 percent scan rate during my three years. I am interested in delivering the same level of care at your hospital.

Your job posting intrigued me, especially the statement that the LVN must "truly understand and achieve accuracy in medication administration." I have an excellent safety record based on my diligence in confirming the correct route and dosage for every medication I'm assigned to provide. My background and strengths include:

- Thorough experience working with and under direction of RNs to conduct essential healthcare procedures such as starting IVs, taking vital signs, and inserting NG tubes
- Expertly manage workflow and prioritize many delegated tasks in a fast-paced healthcare setting. Praised for always keeping a clear view of the most important next step in patient care
- Pinpoint and escalate new health issues and changes, adding to the RN's overall insight on the patient and provider's grasp of necessary changes in prescriptions

This is just a sample of the nursing skills I offer. I look forward to potentially telling you more about how I can help your organization, and I am available to talk at your convenience.

Sincerely,

Allison Rosenberg