

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- RN cover letter

Respected sir/ma'am,

I am [mention the name of the sender] an employee of [mention the name of another company] working as a research nurse for over [mention the duration] years. I am writing this letter in order to apply for the job of [mention the name of the job position] in [mention the name of the hiring company].

In my job at [mention the name of the company mentioned above], I used to conduct health screenings, conduct tests to make sure that the patients are not affected by any disease, prepare drug dosage levels, monitor other treatments for the patients in clinical trials, maintain accurate healthcare reports and records of the patient, administer medication to the patient, prescribe proper medical devices etc.

Now let me give you a brief about my academic background. I completed my high school from [mention the name of a school], and after that, I completed my bachelor's degree in [mention the name of a course related to this job] from [mention the name of a college]. I am very confident that I have a proper educational background and work experience which will match perfectly with this job qualifications.

I will be very glad if I get a chance to work with [mention the name of the hiring company] and I hope that you will give me a chance to be part of your team. Kindly go through all of my other documents, which I have attached to this letter, and I am sure that you will reach back to me soon. Thank you for your time and effort.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]