3274 Roosevelt Road Apt V1

Muskegon, MI 49441

Oct 27, 2011

Mr. John Smith

Human Resources Manager

Saint Mary’s Health Care

200 Jefferson Street, SE  
Grand Rapids, Michigan 49503

Dear Mr. Smith,

I am applying for the registered nurse position that was posted on your website on Oct 25. The position seems to fit very well with my education, experience, and career interest.

Your position requires interest and experience in caring for postoperative patients. I worked as a surgical assistant for ten years in China, where I came from. My responsibilities included assisting surgeons with surgical procedures and postoperative care. In addition to my clinical experience in China, I have been working as a staff nurse on the surgical unit at Mercy Health Partners Hackley Campus 32 hours/week for more than four years. I have been providing nursing care for many types of post operative patients, including neurosurgery patients and plastic, urology, general, and orthopedic surgery patients. I genuinely enjoy caring for postoperative patients. While I have clinical experience in caring for postoperative patients, I want to further my nursing education to better service my clients. I have been enrolled in the Ferris State University’s online RN to BSN program during the last two years. I will earn my BSN degree at the end of the year. My enclosed resume provides more details about my qualifications and education.

My background and career goals seem to match your job requirements. I am confident that I can perform the duties of a registered nurse at Saint Mary’s health care. Your agency has an excellent reputation in the community.

I am requesting a personal interview to discuss the possibilities of employment. I will call you during the week Nov 2 to request an appointment. Should you need to reach me, please call 231-903-9856 or e-mail me at jenney552001@yahoo.com. My telephone has an answering machine. I will return your call or e-mail promptly.

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Jie Li