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| **Short Cover Letter Example** | | (123) 456-7890 | |
| andrew.gray@gmail.com | |
| 456 E Red Bridge Rd, Kansas City, MO 64131 | |
|  |  |  |  |

[Today’s Date]

[Hiring Manager’s Name]

123 Company Address

Company’s City, State, Zip Code

(123) 456-7890

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

As a state-qualified registered nurse with 12 years of experience tending to the infirm, I believe that I’m the ideal candidate for the nursing position at St. Mary’s Hospital.

In my present role, I evaluate the conditions of approximately 30 patients daily, developing personalized support plans for each of them, all while interfacing with colleagues to ensure effective care.

I’m responsive to emergency medical situations, and provide sympathetic support to patients as well as their friends and families. In 2022, I was awarded the Leadership in Ethics Award by the ANA in recognition of these qualities, so I believe I would be a valuable addition to St. Mary’s.

I look forward to speaking to you about this position. I can be reached at (123) 456-7890 or [Your Email].

Sincerely,