

## **Sample Cover Letter Experienced Practical Nurse Position**

**Nancy Clay**

456 E Red Bridge Rd,  
Kansas City, MO 64131

August 08, 2022

**Mr. Sara Wilson**

**Program Director**

**Palliative Care Program**

**General Health Centre**

3011 E 51st St,  
Kansas City, MO 64112

Subject: Application for registered practical nurse position.

Dear Ms. Wilson,

I am writing in response to the advertisement posted on the General Health Centre's website for a registered practical nurse position in the expanded Palliative Care Program.

As a staff nurse working in an oncology unit for 5 years, I am excited about the expansion of your palliative care program and the opportunities it will create for patients and staff. Through my experience to date, I have developed clinical expertise and in-depth knowledge in caring for oncology patients. I have also participated in several initiatives with community agencies to facilitate early discharge, which has increased my awareness of the need to expand the palliative care program at your facility. My enclosed résumé provides further details about my qualifications, skills and accomplishments.

I would appreciate the opportunity to discuss my potential contribution to your organization's palliative care program. I look forward to hearing from you. I can be reached at (phone/email).

Sincerely

**Nancy Clay**

Your Signature