

SAMPLE COVER LETTER

Sherry Armwood
22 Toledo Blade Boulevard
Port Charlotte, FL 33948
(941) 255-7500
sarmwd@inn.com

Heading or Contact Information

September 1, 2006

Gerald Noran
Director of Recruiting
Century Hospital
2121 Main Boulevard
Port Charlotte, FL 33952

Employer's Name
Professional Title
Organization Name
Mailing Address
City, State and Zip Code

Name position you are applying for
and how you learned about it

Dear Mr. Noran:

Professional Salutation

I am applying for the position of Practical Nurse, which was advertised on August 28, 2006 in the Charlotte Sun Herald. From my enclosed resume, you will find that my education, experience, and background meet your stated position requirements, and I believe my strong initiative and organizational skills, combined with my ability to work well under pressure, would enable me to make a substantial contribution to your institution.

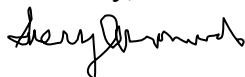
Tell why you are best candidate for the job

As a current student in Charlotte Technical Center's Practical Nursing Program, I will be a candidate for graduation on September 20, 2006. I have worked in long-term care for more than nine years, and as a Certified Nurse Assistant, have provided care and support to sub acute rehabilitation patients and long-term care residents. Both areas of practice were challenging and rewarding, and I am anxious to begin my Practical Nursing career in this arena. I am confident that my performance in this position would exceed your expectations.

Follow up information

I would appreciate the opportunity to meet with you to discuss how my experience can best meet your needs. If you would care to arrange an interview, I can be reached at (941) 255-7500. Thank you for your consideration.

Sincerely,



Always sign the letter

Sherry Armwood

Enclosed: Resume