**Jesus Flores, MBA, BSN, RN**

Folsom, CA 95630 ▪ j.flores[@](mailto:mylesleroy@gmail.com)email.com ▪ 999.999.9999

Hiring Manager name  
Nursing Recruitment   
1234 Any Place Road  
Sometown, California 11111

(999) 999-9999

January 10, 2021

Your Name

Title

Current Employer

Mailing Address

Phone Number

Email Address

Dear Hiring Manager,

I am pleased to learn of this opportunity, as I found the qualities you are seeking for this position to be an excellent match for my skills, education and experience.

I have a robust background and leadership experience in emergency nursing, trauma/critical care, change leadership and a commitment to providing high quality care through standardizing workflows to align with best practices. It is in response to similar challenges that I have excelled during my career as a manager, director and clinical leader.

Also, I am particularly interested in Saint Anthony’s Medical Center because of your excellent reputation, community engagement and focus on delivering high quality care to patients. My current role primarily includes providing strategic direction to the clinical operations of the Emergency Department, Trauma Base Hospital and Crisis Stabilization Unit. I also establish and enforce policies and procedures for the hospital. Additionally, I ensure that financial targets are met within my scope of responsibility.

Moreover, I am confident that I can support your strategic objectives of the ICU and provide stability in the department with regards to achieving quality outcomes, staff development and meeting financial targets. I look forward to discussing in detail with you the ways in which my experience and determination will make further significant contributions to your organization.

Respectfully,

[Your Name]