

Date
Name
Title
Company Name
Address
City, State ZIP

Dear Mr./Ms. (Name): or; Dear Director of Human Resources:

Please accept my application for the open (Position) posted on (Site). As a fully accredited and licensed nurse with more than 10 years of experience working in private clinics, I bring a wealth of medical knowledge, technical aptitude, and interpersonal skills that help patients feel comfortable and confident in all aspects of their care.

As a Nurse Practitioner for more than a decade, I served primarily in the cardiology and pediatric care units. I was responsible for all stages of patient care, including admitting patients, examining medical histories, ordering tests, diagnosing conditions, designing treatment plans, prescribing medication and educating patients on their condition and care program. I have an excellent bedside manner and can correctly assess patient needs and to choose the correct prescriptions to address infections. I understand that in a busy family practice such as yours it is important that your family nurse practitioner is able to work independently with patients while requiring minimal supervision so that you have time to address more acute medical needs. I strongly believe in good patient care and I can supervise other nurses and medical staff to ensure that appropriate patient care is provided. Having advanced through several specialized roles, you will quickly note the strength and scope of my abilities upon reviewing my resume.

A few highlights of my strong qualifications include the following:

- Training and supervising high-performance nursing teams, leveraging excellent communication and leadership skills to create solid working relationships and improve overall patient care.
- Collaborating with physicians and ancillary services to ensure appropriate patient services.
- Diagnosing and treating diverse conditions, driving disease and illness prevention, and educating patients and family members to ensure optimal ongoing care.

Additionally, I possess strong critical thinking, communication, and leadership skills and I firmly believe that the quality of a patient's care is dependent on the ability of the entire team to work together efficiently. With sharp organizational skills, careful attention to detail, and my ability to work with accuracy, I know I will be a valuable asset to your team.

Confident that my qualifications will meet and exceed your expectations, I greatly look forward to meeting with you to discuss this position in detail. Should you need further information, I am available by phone or email at your convenience.

Sincerely,

Walette g. Widener
Enclosure: **Resume**