**Cover Letter Format**

**(If you want to individualize your cover letter, the following explains what should be in each of the three paragraphs)**

Your name

Address

Phone

DATE

Name (of who you are sending this to)

Title

Company Name

Company Address

Company city, state, zip

Dear Name or Title or Employer:

FIRST PARAGRAPH: Specify the position that you are applying for and how you became aware of it.

SECOND PARAPGRAH: Talk about actions and accomplishments that qualify you for the position. Use action verbs (assessed, directed, organized, assembled, operated, repaired…). Show how your experiences would benefit the company.

THIRD PAPAGRAPH: Say that you are available for an interview (e.g. I am available for an interview at your convenience. Or --I am looking forward to meeting with you, and discussing how my skills and abilities can benefit \_\_{company name}\_\_), and thank the employer for his/ her/ their time and consideration.

Respectfully yours,

{Leave two the three spaces for your handwritten signature—sign it as soon as you print it!}

Your Name (typed)

Enclosure: Resume

**Example Cover Letter**

Your Address

City, State Zip

April 15, 201XX

RN Director of Nursing

Friendly Health Care

123 Health Street

Anytown, Anywhere 00000

Dear (Individual’s Name):

Please consider this letter as an application for the Practical Nursing position in your long-term care facility. I am interested in joining your nursing staff.

At the end of May, I will complete the Practical Nursing program at Manhattan Area Technical College. With my training and experience, I believe I can be a valuable team member in providing quality care for your residents.

Enclosed are my resume and references. I would be happy to schedule an interview at your convenience. At that time, I can give you more detailed information about my nursing skills and interests. You can reach me at (###) ###-####. Thank you for considering me for a Practical Nursing position.

Sincerely,

Type Your Name Here

Enclosures

**Example Thank You Letter**

Your Address

City, State Zip

April 25, 20XX

RN Director of Nursing

Friendly Health Care

123 Health Street

Anytown, Anywhere 00000

Dear (Individual’s Name):

Thank you for meeting with me to discuss my qualifications for employment as a Practical Nurse. I enjoyed our conversation and learned much more about Friendly Health Care.

This nursing position interests me very much, and I would like to have the job. With my training and skills I believe that I will be able to work well in your facility and make a valuable contribution as a PN.

Thank you very much for considering me for the position.

Sincerely,

Type Your Name Here

**Example Resignation Letter**

Your Address

City, State Zip

October 15, 20XX

RN Director of Nursing

Friendly Health Care

123 Health Street

Anytown, Anywhere 00000

Dear (Individual’s Name):

The purpose of this letter is to notify you that I must leave my practical nursing position at Friendly Health Care. My last day will be October 29. I will have all my responsibilities completed at that time.

Thank you for giving me the opportunity to be employed at Friendly Health Care.

Sincerely,

Type Your Name Here

(*If the job has been a good experience, add a sentence or two in the last paragraph telling something that has been valuable or helpful to you as an employee.)*