

Sample Cover Letter New Graduate

Janet Jones
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Toronto, ON
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Date

Susan Smith
Program Director
Maternal-Newborn Program
General Health Centre
Mississauga, ON
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Dear Ms. Smith

I am writing in response to the advertisement posted in the Toronto Star for the position of registered practical nurse maternal-newborn program.

I am a recent graduate fromCollege. I have completed a large component of my clinical nursing placements at your facility. I am excited about the opportunity to work as a part of the maternal-newborn team. As a student, I was able to work in many areas of the program and enjoyed working with the interdisciplinary team and families. I am presently enrolled in a post graduate breastfeeding course and have developed a questions and answers template for common breast feeding queries. My attached résumé provides more details about my skills and accomplishments.

I look forward to an opportunity to discuss my potential contribution to your maternal-newborn team. I can be reached at phone/email.

Sincerely,

Janet Jones, RPN

Adapted from:

Donner, G., & Wheeler, M (Eds.). (2004). *Taking control of your nursing career* (2nd ed.). Toronto: Elsevier.