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| **Robert smith**  **Clinical Nurse Manager** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

The vacant position of Clinical Nurse Manager at [Hospital Name xxxx] highly interests me. With 10+ years of experience in the nursing and patient care field, I am sure that my contribution would be advantageous for your hospital.

My responsibilities at my current hospital are:

* Maintain a safe and collaborative work environment.
* Oversee persistent delivery of excellent nursing services.
* Formulate and effectuate high-quality nursing practices in order to enhance productivity and efficiency.
* Hire and mentor the nursing staff.
* Ensure compliance with the state policies and regulations.

I excel at staff and inventory management. My considerable experience has helped me develop a deep sense of nursing practices and procedures. Furthermore, I possess excellent budgetary skills. I strive to create a work-friendly environment for my subordinates and a compassionate environment for the patients.

Attached is my resume that provides insight into my prior work history, accomplishment in the nursing industry, and my academic background. I am looking forward to hearing from you.

Sincerely,

[Your Name]