

[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],

This letter is regarding my interest in applying for the post of Licensed Practical Nurse at [XXX Multi-speciality Hospital]. My four years as a Nurse at [YYY Hospital] aligns well with the expertise and qualifications you are seeking at your Clinic. I am certain I would make a valuable addition to your hospital.

[XXX Multi-speciality Hospital] has revolutionized the health care sector of our state, as well as our country. The Clinic offers state-of-the-art health care facilities and services. The health divisions are headed by trained and experienced doctors, that makes it one of the most sought-after health care facilities in the country. It would be an honour to work in your institution.

At my current place of work, I perform the following tasks and duties:

* Maintained and assessed the full cycle of patient’s health care records.
* Drafted and revised policies to facilitate the development of the Radiology Program.
* Conducted and interpreted diagnosis and laboratory tests.
* Managed quality control rounds of the emergency room and the ICU.
* Trained new junior staff members and provided guidance regarding different responsibilities, duties, and performance assessment.

I have strong critical thinking and situational awareness which I think are very important while working in a field such as this. I have the required skill set for this job and my previous experience has prepared me to excel in this role.

I look forward to meeting you in person so that we can discuss the opportunity in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Licensed Practical Nurse**