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| **robert smith**  **Nurse Care 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 Nurse Care Manager at your esteemed hospital is of high interest to me. With 6+ years of proven experience in the nursing and patient care sector, I have gained a solid knowledge of effective patient care therapies, team management skills and supply management ability. I am well prepared to significantly contribute to the role responsibilities.

* Develop effective care plans in collaboration with medical professionals and multidisciplinary team.
* Provide assistance to the members in identifying the complex medical issues, treatment procedures, etc.
* Work together with the team members in order to ensure coordinated care service.
* Build a supportive relationship and positive rapport with the patients.
* Monitor and record the vital symptoms and changes in the patients’ medical condition.
* Carry out administrative duties such as assigning duties to the staff, managing the inventory, etc.
* Perform other related tasks.

My substantial experience has helped me acquire a great sense of nursing care practices and procedures. In addition, I strive to create a safe and comfortable environment for patients.

Thank you for looking into my job qualifications. Enclosed is my resume that would provide you with an insight into my prior work history, accomplishment in the nursing industry, and my academic background. I am looking forward to getting an opportunity to discuss my skills in detail.

Best Regards,

[Your Name]