Kristin Allen

206 Lazy Acres Rd

Leesburg, GA 3176

2293764060

Ktaylorallen@aol.com

Jane Smith, MSN RN

Phoebe Putney Memorial Hospital

417 3rd Ave W

Albany, GA 31701

Dear Jane Smith, I am writing to submit my application for Phoebe Putney’s graduate nurse position. With professional nursing skills gained through Albany State’s nursing program and hands-on clinical experiences at your facility along with others, I can take care of your patients efficiently.

My Associate of Nursing degree from Albany State University has given me a compassionate and caring attitude, as well as critical nursing skills to help further Health Promotion at Phoebe Putney. Through my various clinical placements, I learned a variety of nursing skills on the job and developed the capability to think fast and gain knowledge while providing remarkable care. I particularly acquired familiarity with Phoebe Putney’s facilities while attending clinical there and have gained knowledge of protocols and policies.

I look forward to meeting you in person and discussing my nursing skills that I can contribute to Phoebe Putney. I will contact you next week to follow-up on my application. Alternately, I can be reached at the phone number or email address given above.

Thank you for your time and consideration.

Sincerely,

Kristin Allen