SERICA HAWKINS

Assistant Professor of Nursing  
Debra Richardson, MSN, CNL-PMH  
2400 Gillionville Road  
Albany, GA 31707  
(229) 317-6524

dricha18@albanystate.view ~

Serica Hawkins  
(229) 734-5902  
[sericah36@gmail.com](mailto:sericah36@gmail.com)

February 09, 2018

Dear Hiring Manager,

I am contacting you in regards to the Registered Nursing  
position at Albany State University, posted on the Daily Career Board,  
February 08, 2018. I am very interested in becoming a part of the health care  
team at this company. I am seeking the completed details concerning the  
offered position. I would like to fill out an application for employment.

I am currently pursuing an ASN in Science under the nursing  
major at Albany State University. I have only focused my studies mainly in  
the direction of becoming a healthcare professional. I began in 1998-1999 as  
a high school student with a certified nurse's assistant. Then I explored  
medical records in vocational school, and progressed on to obtain a licensed  
practical nurse's license. Now I am months away from reaching a state  
licensure in nursing.

With the knowledge and skills I have obtained in the healthcare  
field, I am a hire that adds a valuable, solid foundation of safe, quality,  
patient-centered care. I would be an excellent addition to the team at  
Albany State University. I can be reached at any time at your convenience.

Sincerely,