



Example covering letter Nursing and midwifery

A covering letter is essential and should act as a 'supporting statement' particularly in the absence of an application form. You can show why you have applied for the job and why you are suitable and expand on the information in your CV.

State why you are writing.

State what you can offer the employer.

State what the employer can offer you and show that you have researched the employer.

End 'Yours faithfully' if you are addressing the letter to 'Dear Sir/Madam'. End 'Yours sincerely' if there is a named contact.

(Your address from CV)

(Formal style of address not required if sent via email)

(Employer address)
Nottingham University Hospitals NHS Trust
QMC
Derby Road
Nottingham
NG7 2UH

18th April 2016

Dear Sir/Madam

Job Reference: 320-PC-0043-JE-A

I am writing in response to your advertisement for a Registered Nurse, Elective Admissions – General Surgery as advertised on the NHS Jobs website.

Having recently graduated with a BSc Nursing from The University of Nottingham, I have developed excellent oral and written communication skills through my coursework and work experience. As a Volunteer Counsellor it was necessary for me to assess the needs of the client and develop an individual action plan. Often, this meant working with distressed students with various issues, helping me to develop the skills of empathy and active listening. We also had to work to a strict rota in order to ensure optimum counsellor availability during service time, consequently improving my time management skills.

My work at Pine Lodge Care Centre meant I had to organise groups of patients into group activities on a daily basis and I was able to build rapport with my group very quickly and effectively. As an agency worker I regularly meet new people, and have to build working relationships with, both staff and patients. This has improved my ability to relate to people at different levels. During my Medical Surgery placement I was involved in planning patient discharge, and referring to additional support; this meant I gained experience of multi-disciplinary working and clinical governance issues. Integrating my academic work with various placements required a high level of organisation and time management skills, and also demonstrates my ability to work under pressure.

Having developed a passion for holistic care from my volunteer position and working with the Elective Admissions Team at Derby Teaching Hospital, this position will give me the opportunity to further develop my skills and knowledge in assisting and planning individual care plans, thus enabling patients to access the best level of care possible for their unique needs. This is an area which I find very appealing and stimulating and I would relish the opportunity to become more involved.

I look forward to the opportunity to discuss my experience with you at an interview.

Yours faithfully

A Body