

MARY JONES, RN

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Date

Dear Executive Recruiter:

I am seeking a nursing administration position where I can use my skills in:

- **Budget control:** Responsible for more than \$4 million at a 242-bed acute-care hospital.
- **Implementing state and federal guidelines:** Assisted with JCAHO and Title 22 surveys with 100% compliance.
- **Management:** Directed up to 140 nurses at a time.
- **Recruitment and retention:** Hired more than 50 professional nurses and reduced turnover to less than 5%.

On the chance that you may be able to suggest a new opportunity for a thoroughly experienced nursing professional, I will be calling you in a few days and look forward to speaking with you.

Sincerely,

Mary Jones, RN

Enclosure: resume