

**MARY JONES, RN**

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Any City, State 55555

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Date

Dear Executive Recruiter:

Due to a major downsizing at my present employer, I am seeking a new full time, 12-hour shift nursing opportunity in medical-surgery. Enclosed please find my resume, which highlights my career in healthcare. I have strong skills in:

- Patient/nurse relations
- Bedside nursing
- IV/medication administration
- Team participation.

On the chance that you may have nursing opportunities, I will be calling you in a few days with the hope of setting a time to meet.

Sincerely,

Mary Jones, RN

Enclosure: resume