

Sara Smith

508-434-3456 – ssmith@gmail.com

April 25, 2022

Dr. Michael White
Human Resources
222 Main Street
Worcester, MA, 01604

Dear Dr. White,

I am writing to express my interest in the RN position in the Intensive Care Unit at UMASS Memorial Hospital. I will be graduating from Quinsigamond Community College with an Associate Degree in Science; Nurse Education in May and I will be taking my NCLEX exam on May 25, 2022. During nursing school, I was able to experience many different areas of healthcare and this coupled with my work experience has enabled me to become a caring, passionate and dedicated nurse.

My medical field experience for the past 7 years has been in various positions; CNA, Patient Care Associate and Unit Secretary at numerous healthcare facilities. During this time, I was able learn how to work effectively in a multi- disciplinary team using each team member and their individual specialties to ensure efficient patient care. This has given me a versatile experience providing patient care in various settings including the ICU, same day surgery, pediatrics, maternity, and a rehabilitation center.

I look forward to a meeting in person to further discuss my qualifications for this position and the skills that I could bring to UMASS. I can be reached at 508-434-3456.

Thank you for your time and consideration.

Sincerely,

Sara Smith

Sara Smith