

ADDISON JOYCE, RN

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John Smith
Human Resource Manager
Clipper Emergency Center
420 Saddleback Way
Helena, Montana 59601

Dear Mr. Smith:

I was pleased to learn of your need for a dedicated ICU Staff Nurse. With solid experience and education in prevailing ICU practices, acute patient care, family relations, and staff development, I am prepared to become an immediate contributor to your team.

The following are highlights of my qualifications and accomplishments:

- Extensive experience in ICU, CCU, Emergency, and Medical Surgical environments.
- In-depth knowledge of administration that includes admissions, assessment, treatment, referral, and education.
- Frequent commendations by patients and families for providing exceptional care.
- Employee awards for dedication, performance, leadership, and patient advocacy.

My strong initiative and exceptional organizational skills, combined with my ability to work well under pressure, allow me to play a crucial role in fast-paced, patient-centered environments. Furthermore, with a history of success contributing to the healthcare community, patients, and their families, I will immediately impact operations at Clipper Emergency Center.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your hospital.

Sincerely,

Addison Joyce

Enclosure