January 2023

Abigail Woodyard, RN

727 State Route 61

Norwalk, Ohio 44857

Registered Nursing Supervisor

Firelands Regional Medical Center

1111 Hayes Ave

Sandusky, Ohio 44870

To whom it may concern,

In May of 2023, I will graduate as an RN from the Firelands Regional Medical Center School of Nursing. As a teaching hospital, I have had a great amount of clinical experience in this hospital setting as well as tremendous opportunities to grow my knowledge. I am seeking employment to be a staff nurse on the Medical-Surgical floor. It is with great interest that I apply for this position because I have encountered staff with positive attitudes and innovative thinking skills. Strengthening my nursing skills and leading others in a positive manner will be one of my greatest advantages to your team.

Since being a nursing student, I have demonstrated exceptional communication skills with other nurses, staff and most importantly, with patients. As a student, I have studied and practiced under goal-driven nurses and knowledgeable staff. This has expanded my knowledge and created a way for me to sharpen my time management, communication, and leadership skills. A large amount of my clinical hours has been at your facility, making it an advantage to continue in this path with your exceptional staff. I have been exposed to many different nursing floors and have gained an insight on what it means to be an inspiring and attentive to detail employee. Caring for others is something that was passed down from my parents and I am passionate to continue to show kindheartedness to those around me. Nursing has sharpened my problem-solving skills as well as being highly committed to achieve a purpose-driven goal.

I am available to meet to discuss further questions at your convenience. I was able to build many relationships while working as a member of your team on different nursing units. I believe that my skills and dedication to nursing will make a positive influence on your health care team. I have attached my resume to this letter which further outlines my background and skills. Please do not hesitate to reach me at abigailwoodyard20@gmail.com or (419)-706-6010. Thank you for your time and consideration. I am looking forward to hearing from you.

Sincerely,

Abigail L. Woodyard