

1/26/2024

Caitlyn Silas  
2846 North Topsail Way  
Vermilion, Ohio 44089

Cleveland Clinic Avon Hospital  
33300 Cleveland Clinic Boulevard  
Avon, Ohio 44011

Dear, Nurse Recruitment

I write to you in application for a position as a staff registered nurse on the progressive care unit. I plan to graduate from the Firelands Regional Medical Center School of Nursing on May 3, 2024, and I am seeking employment. I plan to take the licensure examination for registered nursing on May 10, 2024.

Throughout my studies and clinical experience, I have developed an in-depth knowledge of human anatomy, performing physical assessments, administering medication, and providing great patient centered care. I pride myself on organizational skills and the ability to prioritize my patients appropriately. I am a great team leader and work well with other members of the health care team. I connect easily with patients and am always eager for new learning opportunities.

Without a doubt, I am sure that I can contribute positively to this hospital as a new graduate registered nurse. I thank you for your time and I look forward to hearing from you and can be reached at 567.207.6579, [caitlynsilas03@gmail.com](mailto:caitlynsilas03@gmail.com). My resume is enclosed.

Sincerely,

Caitlyn M. Silas

1/26/2024

Caitlyn Silas  
2846 North Topsail Way  
Vermilion, Ohio 44089

Cleveland Clinic Avon Hospital  
33300 Cleveland Clinic Boulevard  
Avon, Ohio 44011

Dear, Nursing Supervisor

Please accept this letter as a formal notice of my resignation as a staff registered nurse at Cleveland Clinic, effective 12/1/2025. I have been employed at Cleveland Clinic since 5/11/2024 and I have enjoyed my position here, but it is with regret that I must leave due to moving out of state. Thank you for all the opportunities you have provided me with.

Sincerely,

Caitlyn M. Silas