

SHARON ANDERSON, R.N.

1234 Madison Avenue
Peterborough, Ontario
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December 29, 2008

Ms. Carla Sims
Director of Personnel
John Hopkins Hospital
123 Health Court
Peterborough, Ontario
J9T 4B8

Dear Ms. Sims:

I am interested in obtaining a nursing position with your organization. My current position has helped me develop self-confidence, excellent communication and leadership skills and exposure to many facets of the health care field. My qualifications and key strengths include:

- Bachelor of Science Degree – Nursing
- Strong clinical background
- Excellent communication and interpersonal skills
- Work effectively with individuals at all levels
- Work well under pressure
- Self-motivated, innovative and organized

The enclosed resume will provide a more complete summation of my background. I believe my professional experience and education would make me a valuable asset to your organization.

I would welcome the opportunity for a personal interview to further discuss my qualifications in more detail.

Sincerely,

Sharon Anderson, RN
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