40 Manchester Drive

Skye VIC 3977

Mobile: 0420880608

Personnel Manager / Human Resources

Ryde Hospital

Denistone Road  
Eastwood NSW 2122

Dear Ma’am/Sir:

I am very interested in the position of Operating Scrub Nurse for City West Day Surgery, advertised on jobseek.com on August 14, 2012. I am impressed with your institution, as it provides a variety of acute care services which I am keen to develop further knowledge of skills in this area. I also learned that your institution was established in 1934 and provides both in-patient and community services.

I am a graduate nurse from the University of Ballarat. Please accept my application for Ryde Hospital’s position for Acute Nurse as advertised. I am an enthusiastic candidate with the required skills necessary to join this institution and contribute effectively to patient care at the hospital.

As a new graduate, I can say that I have a passion for nursing and patient care. During my clinical placements at Monash Hospital, Redcliffe Hospital and Regis Shelter Manor, I acquired and improved a range of nursing skills and practices on the job, at the same time, developing the ability to critically think, problem-solve and analyse situations on my own. I enjoyed my rotation on the acute care area and psychiatric area the most and willing to do a specialization course in this area.

I do well as a member of a team, paying attention to details, and doing my best to communicate well to patients and co-workers and am culturally sensitive. I make every effort to offer the best quality care to patients and always ensure safe practices on the job. My clinical instructors and colleagues were impressed with my skills and attitude on my placements and have agreed to be my professional referees. I will be happy to forward their names and addresses upon request.

I participated well during our lectures, tutorials and workshops and received excellent grades at university. I achieved high marks in most of my subjects and have an excellent academic record (see transcript attached). I'm eager to find out more about the acute nurse position and the employment opportunities at Ryde Hospital. I look forward to hearing from you.

Yours sincerely,

Carlo Gatchalian