September 25, 2021

To,

The Director,

Hospital Administration,

Mary Chiles General Hospital

667 Gastambide Street

Sampaloc, Manila

Letter of intent for a nursing position

Dear Sir/Madam,

I, Eraizza B. Reyes, came across the news of job openings with respect to nursing position in yourhospital. This is my letter of intent for the position as a staff nurse in your prestigious hospital. Being a Registered Nurse (RN) myself, I have been in search of an opportunity to work and so I’m writing this letter to you.

I’m a fresh Nursing graduate from University of Santo Tomas. We are exposed in different clinical settings as early as second year. In my student days, I have learned to deal with various types of patients, suffering from a wide range of both physical and mental complications. The challenges to handle different ill patients have shown me a more compassionate and loving side of me. It has also reflected tome that selfless service is the essence of nursing profession. I have attended several seminars and trainings that surely enhanced my skills as a nurse. And I believe that I could utilize them through taking care of patients for the continuum of health.

I have heard and read about your hospital’s record in terms of patient care and it was appealing to me. Since I have been exposed in a tertiary hospital

through my student nurses’ days, I’m aware of the ways to face challenges in these work setups.

By going through the Resume attached with this letter, you will be able to go through my seminars and trainings in detail. Working with your hospital team will be a matter of honour for me and I will prove to be of great value to you, because I believe in becoming a dedicated nursing professional through taking care of sick and well patients.

I look forward to hearing from you soon in any matters of clarifications regarding my educational qualifications. I will be grateful to provide you with more information about me, if you ask for it. If you wish to contact me, you can use my phone number or the email id mentioned in the resume.

Thanking you,

Yours sincerely

Eraizza B. Reyes

Registered Nurse

Enclosures: Resume, TOR, Certification of Rating and Passing