

Nurse cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Nursing Superintendent,

I am applying for the Senior Staff Nurse position in your medical ICU at [Organisation name]. I have six years of critical care experience and I am keen to work in a tertiary centre with a larger case mix, dedicated intensivists and a structured nursing education department like yours.

For the last four years I have worked in an 18-bed medical ICU at a private hospital in Pune, caring for patients on ventilators, CRRT and multiple inotropes. As shift in-charge on alternate weeks, I allocate patients to a team of six nurses and coordinate bed movements with the emergency department. After two central line infections in one quarter, I worked with our infection control nurse to reintroduce a daily line-maintenance checklist, and the unit then went eleven months without a line infection. I also run the bedside orientation for new ICU joiners and have trained about twenty nurses so far.

I hold BLS and ACLS, my State Nursing Council registration is current, and I have handled NABH documentation audits for the unit. My notice period is one month.

Thank you for reviewing my application. I would be happy to meet at a time that suits the panel.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Nursing Superintendent,

I am writing to apply for the Staff Nurse (Fresher) position at [Organisation name]. I recently completed my B.Sc Nursing and my registration with the State Nursing Council has come through. I want to begin my career in a multi-speciality hospital where new nurses rotate through busy wards under structured supervision, and your orientation programme for junior staff is the reason I am writing to you first.

During my six-month internship at a 300-bed teaching hospital, I was posted in the medical ICU, the surgical ward and the paediatric unit. In the ICU I cared for two ventilated patients per shift under my preceptor, charted hourly vitals and intake-output, and assisted with suctioning and central line dressings. On the surgical ward I independently handled IV cannulation and pre-operative checklists for around eight patients a shift, and my ward sister asked me to take the morning handover twice a week in my final month.

I hold a valid BLS certificate, speak Hindi, English and Marathi, and am comfortable with rotating night duties. I can join within two weeks of receiving an offer and have my original certificates, internship completion letter and registration ready for verification.

Thank you for considering my application. I would be glad to attend an interview or a skills assessment at your convenience.

Regards,
[Your name]

BEFORE YOU SEND IT

- Put your State Nursing Council registration, BLS or ACLS status and the unit you want in the first paragraph; nursing superintendents often shortlist on these before reading further.
- Give bed strength, patient load and procedures you handle alone, but never describe an identifiable patient; keep every example free of names, dates and bed numbers.
- Use a clear subject line such as “Application – Staff Nurse, Medical ICU – [Your name]” and attach your CV, registration certificate and internship completion letter as PDFs.
- For overseas roles, list only the exams you have actually cleared, such as OET or NCLEX, and describe your document verification status honestly rather than implying it is complete.