

BEVERLY M. JONES, RN

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Lee Jones
Human Resource Manager
St. Marie's Hospital
1200 Main Street
Helena, Montana 75000

Dear Mr. Jones:

I was pleased to learn of your need for an ICU Staff Nurse, as my career goals and expertise are directly in line with this opportunity. My experience and education have provided me with excellent knowledge of ICU practices, acute patient care, family relations, staff development and other relevant skills required of an effective team member.

The following are highlights of my qualifications and accomplishments:

- Extensive patient care experience in ICU, CCU, Emergency and Medical Surgical environments.
- In-depth knowledge in administration that includes admissions, assessment, treatment, referral and education for a wide range of patients.
- Frequent commendations by patients and families for providing exceptional care.
- Employee awards for dedication, excellent performance, leadership and patient advocacy.

My strong initiative and exceptional organizational skills, combined with my ability to work well under pressure, will enable me to make a substantial contribution to St. Marie's Hospital. I believe that a challenging environment such as yours will provide an excellent opportunity for me to best utilize my skills while contributing to the healthcare community, patients and their families.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your hospital.

Sincerely,

Beverly M. Jones

Enclosure