

*The following is a brief job posting for an actual position, followed by a sample cover letter. Keywords found in the job posting are highlighted throughout the sample cover letter.*

## **RN Bridge Program**

**NJ -**

### **Job Description**

The Medical Center RN Bridge Program is a comprehensive 12-week transition program for the graduate nurse entering the acute care clinical arena. The Nursing Process is the central theme throughout the program with emphasis on assessment skills, communication, critical thinking and patient safety.

### **Job Requirements**

New RN Graduate; CPR, New Jersey RN license

### **Apply Now**

In addition to focusing on assessment skills, communication, critical thinking and patient safety, it is important to focus on the Nursing Process (assessment, diagnosis, outcomes/planning, implementation, and evaluation).

InsertYourName  
123 Main St.  
Anytown, NJ 00000

October 1, 2017

FirstName LastName  
Director of Nursing  
Medical Center  
225 Main St.  
Somewhere, NJ 00000

Dear Mr./Ms./Dr. LastName:

Nursing excellence occurs when the **nursing process**, **patient safety**, and **communication** are paramount to a facility and nurses experience a supportive environment. The Medical Center's **RN** Bridge Program's 12-week transition program for graduate nurses entering the acute care clinical arena offers the opportunity for

new nurses like me to start on the path to excellence from day one. This is why I am excited to apply for the RN Bridge Program as described on the Medical Center's job opportunities board.

As you will see in my attached resume, I recently completed my Bachelor of Science in Nursing degree and will be sitting for my nurse license examination in July. Additionally, through my clinical experiences I had the opportunity to put the Nursing Process — assessment, diagnosis, outcomes/planning, implementation, and evaluation — to work in practical settings, including medical surgical, emergency medicine, mental health, maternity, and pediatrics. I also utilized both my academic experiences and my nurse extern experience to hone my critical thinking skills, ability to work in a team, and communication skills. Finally, my knowledge of CPR includes certification in both Basic Life Support (BLS) and Advanced Life Support (ALS). I look forward to expanding my experiences and focusing my career to the Medical Center's needs through the RN Bridge Program.

I am particularly excited by the Medical Center's designation by the American Nurse Association as a Magnet Hospital and the center's Centers for Excellence in geriatric care, as these align with my long-term goals. It would be an honor to join the Medical Center's team.

I appreciate your time and consideration. I look forward to discussing my candidacy at greater length through an interview.

Sincerely,  
InsertYourName