

# Nancy Nurse

Duncan, OK

(580) 736-1234

nancy.nurse123@gmail.com

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## Harriett Hiring Manager

DRH Health

2621 Whisenant Dr.

Duncan, OK 73534

April 24, 2025

Dear Ms. Manager,

I am writing to express my interest in the Licensed Practical Nurse position at [Facility/Organization Name]. As a recent graduate of [Your School Name]'s Practical Nursing Program and a newly licensed LPN, I am excited to begin my nursing career with an organization known for its commitment to compassionate and high-quality care.

Throughout my education, I gained hands-on clinical experience in various healthcare settings, including long-term care, rehabilitation, and medical-surgical units. These rotations allowed me to develop fundamental nursing skills, such as administering medications, wound care, patient education, and documentation. More importantly, I learned the value of empathy, teamwork, and clear communication in providing exceptional patient care.

While I may be new to the field, I bring a strong work ethic, eagerness to learn, and a genuine passion for helping others. I am confident in my ability to quickly adapt to your team's workflows and contribute positively to your care environment. I am also certified in BLS (Basic Life Support) and remain committed to ongoing professional development.

I would welcome the opportunity to meet with you to further discuss how my enthusiasm and foundational skills can support your team. Thank you for considering my application. I look forward to the possibility of contributing to your mission of excellence in patient care.

Warm regards,

Nancy Nurse

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## Professional Summary

Compassionate and motivated newly licensed LPN with strong foundational clinical skills and hands-on experience in long-term care and acute settings through nursing school rotations. Committed to providing patient-centered care with professionalism, empathy, and attention to detail. Known for excellent communication, reliability, and a desire to learn and grow within a healthcare team.

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## Skills

- Patient Care & Safety
  - Medication Administration
  - Wound Care & Dressing Changes
  - Documentation (EMR familiarity)
  - Infection Control
  - Communication & Team Collaboration
  - Time Management
  - Adaptability & Willingness to Learn
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## Education

[Your School Name] – [City, State] *Diploma in Practical Nursing* Month Year – Month Year

- Completed 700+ hours of clinical rotations in long-term care, rehabilitation, and medical-surgical units
  - GPA: [Your GPA if 3.0 or higher]
  - Relevant coursework: Pharmacology, Nursing Fundamentals, Anatomy & Physiology, Mental Health Nursing
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## Clinical Experience

Practical Nursing Student – Clinical Rotations

Month Year – Month Year

Various Sites – [City, State]

- Assisted with medication administration, wound care, patient hygiene, and vital sign monitoring
  - Supported RN and interdisciplinary teams in providing compassionate, efficient patient care
  - Documented patient data accurately in accordance with facility protocols
  - Educated patients and families on treatment plans and discharge instructions
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## Certifications

- Licensed Practical Nurse – State of [Your State], License #[Number]
  - Basic Life Support (BLS) – American Heart Association, Expires: [Year]
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## Work Experience (*Optional – if any healthcare or customer service experience before graduation*)

[Job Title] – [Company Name], [City, State]

Month Year – Month Year

- [Short description of duties focused on transferable skills, like communication, time management, or working with the public]

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## References

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Counselor  
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Mr. Doug James  
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