

JANE DOE, RN

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August 28, 2024

Ms. Anne Brown
HR Director
The Penn Presbyterian Medical Center
51 N. 39th Street,
Philadelphia, PA 19104

Dear Ms. Brown:

Learning how my background meets the needs of your institution I am forwarding this letter to express my interest in the **Staff Nurse II** position in Mental Health and Addictive Care Services at Penn Presbyterian Medical Center. With over a decade of experience in providing compassionate care in various mental health and substance abuse settings, I am eager to bring my skills and dedication to your esteemed organization. My goal is to prioritize patients' needs while achieving the highest levels of quality, access, and affordability in care.

My career has involved managing the care of patients in acute psychiatric inpatient environments as well as detox settings. I have been responsible for conducting comprehensive assessments such as the Columbia-Suicide Severity Rating Scale (C-SSRS) and Clinical Opiate Withdrawal Scale (COWS), as well as medication management and patient treatment. I have also played a key role in training and supervising both behavioral health technicians and new nurses, ensuring our team consistently delivers the highest standard of care. During my tenure, I have honed my skills in providing physical assessments and using therapeutic interventions to de-escalate potentially dangerous situations. My ability to work effectively within a multidisciplinary team has been a cornerstone of my practice, contributing to positive patient outcomes and fostering a collaborative work environment.

I am particularly drawn to Penn Presbyterian Medical Center because of your commitment to providing holistic and compassionate care to individuals struggling with mental health and addiction issues. I am excited about the opportunity to contribute to your team and am confident that my experiences align well with the needs of your patients and your organization.

Enclosed is my résumé, which offers a detailed view of my skills, accomplishments, and what I can offer your facility. I would welcome the opportunity to discuss how my qualifications align with your needs and how I can contribute to your team. Thank you for your time and consideration. I look forward to our conversation.

Sincerely,

Jane Doe, RN
Enclosure: Résumé