



John Doe
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July 8, 200_

Mr. John Smith
Human Resources Director
ABC Hospital
22 Hospital Way
St. Louis, MO 33333

Dear Mr. Smith,

The Critical Care Department position that you have available is of interest to me. I am a BSN with over 10 years of experience and feel that this position is perfect for what I am looking for.

You will notice on the resume that there is a period of time in which I did not work at a Healthcare System from January 200_ to October 200_. During that time I was stationed in the Middle East through the Army National Guard. I recently fulfilled my obligations with an Honorable Discharge and am no longer serving in the Military.

I am originally from Saint Louis and am very familiar with your organization. My family still lives in the area, and they are very eager for me to move back home. After you read my enclosed resume, please call me directly at 888-888-8888 so that we can discuss the position further. I am very ambitious, driven, and eager to work with your prestigious Healthcare system.

Yours truly,

John Doe

Enclosure: Resume