

DOUG COLEMAN

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Mr. John Smith
Human Resources Director
Macadam Hospital
190 NW Lenndale Road
Portland, Oregon 97111

Dear Mr. Smith,

The **Registered Nurse** position you listed with the Student Employment Office at Portland Community College is of great interest to me. Below, I have outlined how my skills and experience match your requirements.

For the past two years, I have been completing my Nursing degree. In addition, I worked as a CNA and have managed the personal care for a varied population of patients. The combination of my work experience and education provided me with the following skills:

- ◆ *Assisted patients in activities of daily living*
- ◆ *Reported significant assessment information*
- ◆ *Worked two years in skilled nursing*
- ◆ *Provided a safe and supportive environment*

Enclosed is my resume, which provides additional information about my education and experience. I am confident that if given the opportunity, I can offer you the same enthusiasm and diligence that I exhibited while working toward my degree and gaining experience in this field.

I look forward to an opportunity to interview with you to further discuss my skills. I can be reached at (503) 555-5555. Thank you for your time and consideration.

Sincerely,

Doug Coleman