
Rachel D. Highsmith

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Hiring Manager
Forsyth Medical Center
Winston-Salem, NC

Dear Hiring Manager,

Thank you for the opportunity to apply for the Registered Nurse position in the Cardiovascular Surgical Unit. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with this role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job and perform above the expectations.

I am currently attending Winston Salem State University but will graduate May 2018 then begin an accelerated BSN program at Gardner-Webb University which will end August 2019. During the course of my academic career, I also managed to accrue nearly eight years of work experience, and four years of supervisory experience at Trinity Elms Assisted Living. In both my academic and professional life, I have been consistently a diligent hard worker by my professors, co-worker, and peers. I have a proven track record of critical thinking, leadership, and teamwork skills, which I hope to leverage into the Registered Nurse position in the Cardiovascular Surgical Unit.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your unit. Please contact me at (336) 473-0060 or via email at Rdhighsmith@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,
Rachel D. Highsmith