Janet Jones

1 Yonge St.

Toronto, ON 1Z0 1X0

Date

Susan Smith

Program Director

Maternal-Newborn Program

General Health Centre

Mississauga, ON L4W 4Y5

Dear Ms. Smith

I am writing in response to the advertisement posted in the Toronto Star for the position of registered practical nurse maternal-newborn program.

I am a recent graduate from ……….College. I have completed a large component of my clinical nursing placements at your facility. I am excited about the opportunity to work as a part of the maternal-newborn team. As a student, I was able to work in many areas of the program and enjoyed working with the interdisciplinary team and families. I am presently enrolled in a post graduate breastfeeding course and have developed a questions and answers template for common breast feeding queries. My attached résumé provides more details about my skills and accomplishments.

I look forward to an opportunity to discuss my potential contribution to your maternal newborn team. I can be reached at phone/email.

Sincerely,

Janet Jones, RPN