

## Sample Cover Letter

Clemson University Michelin® Career Center

922 Tiger Drive  
Clemson, SC 29631

May 1, 2002

Ms. Carol Manager  
Nursing Care Coordinator  
Fanffly Birthing Center Columbia Hospital  
120 South 8h Street  
Columbia, SC 29205

Dear Ms. Manager,

While researching the South Carolina healthcare marketplace, I learned of your facility and would like to be considered for the position of a Graduate Nurse in Labor and Delivery. My resume is enclosed.

In May of 2002, I will receive my Bachelor of Science degree in Nursing at Clemson University. The program at Clemson University is intensive and gave me hands on experience through clinical rotations. In my rotations, I worked on several units including medical-surgical, psychiatry, pediatrics, and obstetrics. In addition, I completed an independent study based on my work at Tennessee Nursing System this past summer. As a volunteer at TNS, I spent 10 weeks observing and assisting a Certified Nurse Midwife during clinical visits and labor and delivery. This spring my clinical rotations will include six weeks on a high-risk maternity unit at St. Mary's, a large hospital in Greenville.

I am confident my skills and experience would prove beneficial to your organization and I would welcome an opportunity to discuss my qualification! with you. I may be reached by telephone (864-654-1234) or email ([chronological@clermson.edu](mailto:chronological@clermson.edu)).

Thank you for your time and consideration.

Sincerely,

Christy Chronological

Enclosure