

Peter Smith

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Susan Crystal
HR Manager
New York Hospital
3200 West 29th Street
New York, NY, 10023
(212) 344-4352
susan.crystal@nyhospital.com

RE: Job ID #3245

Dear Mrs. Crystal:

It is with great excitement that I respond to your job posting for the Registered Nurse position. I have the qualifications required through my years of experience as a Registered Nurse LA General Hospital and San Diego State Hospital. My resume is enclosed for your review. My qualifications include the following:

- Responsible for performing physical examinations, making tentative diagnoses, and treating patients en route to hospitals and at disaster site triage centers.
- Prepared rooms, sterilized instruments, equipment and supplies, and ensured that stock of supplies is maintained.
- Performed administrative and managerial functions, including taking responsibility for a unit's staff, budget, planning, and long-range goals.

I would appreciate the opportunity to meet and further share with you my qualifications and enthusiasm for joining New York General Hospital. I invite you to review my attached resume and thank you for your consideration.

Sincerely,

Peter Smith

Enclosure: Resume