

# Donald Cook

---

3025 Euclid Avenue • Los Angeles, CA 90017 • (213) 307-9339 • donaldcook1275@ymail.com

November 20, 2015

Human Resources Department  
STAR Medical Center  
2978 Stanford Road  
Los Angeles, CA 90023

Dear Hiring Manager,

I am writing in response to the present opening for the Charge Nurse position at STAR Medical Center. I am interested in the position, as I am confident that my extensive experience in combination with my commitment and skills will be a valuable asset for both your medical establishment and its patients. I have attached my resume along with this letter for your perusal.

Through my training and work experience, I have acquired profound knowledge and practical skills in coordinating patient care, providing critical patient care, managing peritoneal dialysis, supervising healthcare personnel, and managing treatment plans in both hospital and clinical settings. Throughout my professional experience, I have gained proficiency at case management, human resources, process improvement, and documentation. Being an excellent communicator, I have successfully cooperated with teammates to ensure high efficiency. Your hospital then appears to be a perfect place where I can utilize my experience, knowledge and skills to contribute to the development and progress of your organization. Therefore, it will be an honor to become a part of your team and to serve the community together with STAR Medical Center.

I would appreciate the opportunity to further discuss my background and interest in this position with you at a mutually convenient time. I can be reached via phone at (213) 307-9339 if any additional information is needed.

Thank you for your time and consideration.

Regards,

Donald Cook