[Your Name]

[Phone]  |  [Email]  |  [Street Address, City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

**Dear [Recipient]:**

[If you’re ready to write, just select this tip text and start typing to replace it with your own. Don’t include space to the right or left of the characters in your selection.]

[Apply any text formatting you see in this letter with just a click from the Home tab, in the Styles group.]

[Wondering what to include in your cover letter? It’s a good idea to include key points about why you’re a great fit for the company and the best choice for the specific job. Of course, don’t forget to ask for the interview—but keep it brief! A cover letter shouldn’t read like a novel, no matter how great a plot you’ve got.]

**Sincerely,**

**[Your Name]**

[Your Name]

[Job Title]

[Phone]  |  [Email]  |  [Street Address, City, ST ZIP Code]

# Summary

[Add a brief, single-paragraph summary of your career accomplishments here. To replace any placeholder text, just select it and start typing. (Don’t include space to the right or left of the characters in your selection.) Apply any text formatting you see in this resume with just a click, from the Home tab, in the Styles group.]

# Credentials

|  |  |
| --- | --- |
| [Board Examination] | [Year achieved] |
| **[License]**, State of [State Name] | [Year received] |

# Experience

|  |  |
| --- | --- |
| **[Job Title 1]**, [Employer Name], [City, State] | [Years From]—[To] |
| **[Job Title 2]**, [Employer Name], [City, State] | [Years From]—[To] |

# Education

|  |  |
| --- | --- |
| **[Associate, Nursing]**, [School Name], [City, State] | [Years From]—[To] |

|  |
| --- |
| [Had a scholarship or graduated with honors? This is the place to shout about it!] |

# Affiliations

|  |  |
| --- | --- |
| [American Nursing Association] | [Years From]—[To] |
| [State] [Nursing Association] | [Years From]—[To] |

# Community Service

|  |  |
| --- | --- |
| **[Role]**, [Organization Name], [City, State] | [Years From]—[To] |

|  |
| --- |
| [Describe your volunteer work or use this section for awards or other areas of recognition. To add or delete a row from this or any table in this resume, just click in a row and then, on the Table Tools layout tab of the ribbon, click an Insert or Delete option.] |