

# Emma Johnson

January 16, 2026

Acme Corporation

RE: Entry Level Nurse Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Nurse Manager position at Acme Corporation, as advertised on your careers page. With a strong academic background in nursing and hands-on clinical experience, I am eager to contribute to your team and support the delivery of exceptional patient care.

During my clinical rotations at City Hospital, I had the opportunity to lead a team of nursing students in a patient care project aimed at reducing readmission rates for heart failure patients. By implementing a comprehensive discharge planning protocol and facilitating patient education sessions, we successfully decreased readmission rates by 15% over three months. This experience honed my leadership and organizational skills, preparing me for the challenges of a Nurse Manager role.

Additionally, while serving as a Charge Nurse at Community Health Center, I collaborated with interdisciplinary teams to streamline patient flow and enhance care processes. I initiated weekly meetings to address workflow inefficiencies, resulting in a 20% reduction in patient wait times. My proactive approach not only improved patient satisfaction scores but also fostered a more cohesive team environment.

I am excited about the opportunity to bring my leadership skills and passion for nursing to Acme Corporation. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your nursing department. Thank you for considering my application.

Sincerely,

Emma Johnson