



Bianca Melendez

RN Critical Care

☎ (312) 555-1234 ✉ bianca.melendez@example.com

🌐 [linkedin.com/in/biancamelendez](https://www.linkedin.com/in/biancamelendez) 📍 123 Main St, Chicago, IL 60601

JUNE 29, 2026

Hiring Manager
HealthFirst Medical Center
Chicago, IL

Dear Hiring Manager,

I am thrilled to apply for the RN Critical Care position at HealthFirst Medical Center. This opportunity resonates strongly with my experience, as it perfectly aligns with my commitment to delivering compassionate and quality care to patients.

During my time at HealthFirst, I jumped into unit councils, pursuing initiatives that resonate deeply with improving patient outcomes and the culture of safety. I embrace the challenges of critical care nursing, honing my ability to think critically while maintaining an empathetic regard for each patient's unique needs.

In my role, I actively engaged in monitoring patient conditions, constantly adapting care plans through effective collaboration with my team. I remember a situation when one of my patients exhibited unexpected changes, compelling us to reassess our approach quickly. It's moments like these where teamwork and communication truly come to the forefront.

I obtained my BSN from the University of Illinois in 2024 and feel proud of my accomplishments, including being on the Dean's List. I've also volunteered at community health fairs, emphasizing my desire to give back beyond the clinical environment.

I'll continue to pursue growth, inspired by the mission of HealthFirst Medical Center. Together, I believe we can enhance patient care experiences and outcomes while adhering to ethical standards.

Thank you for considering my application.

Sincerely,

Bianca Melendez

Bianca Melendez