Name of the internee:  
Contact details of internee:

The subject of the letter:

To whom it may concern:

I am writing this letter to be a part of the summer internship program that the hospital ABC is going to initiate. I am very confident that I am the perfect candidate for the position of head nurse in the hospital.

I have completed the nursing course for three years. During this course, I have acquired a lot of skills and knowledge as to the nursing profession. I have learned the ways to improve the patient’s health and I can contribute to the growth of the hospital to a great extent. Furthermore, I have got great communication skills and my team-oriented understanding of things enables me to adapt myself to every kind of changing environment.

Based on my knowledge and skills, I hope that I can be a useful addition to the team of nurses in your hospital. I want to work as an internee in your hospital for 6 months. The internship in your hospital will help me transform into a more professional and skilled nursing individual, which will consequently help me grow in my field.

I am looking forward to your reply

Sincerely,

Add your name