

David Ramirez
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March 15, 2012

Karla Miller
Director of Nurse Recruitment
Miami Hospital
665 Summer Street
Miami, FL 33128

Dear Ms. Miller:

I am excited to apply for Miami Hospital's Registered Nurse Summer Internship. As mentioned in our previous communication via telephone, I will be graduating from Goshen College with a BSN degree in April. Goshen College is a private, liberal arts college in northern Indiana dedicated to service and cross-cultural education.

As evidenced by my grade point average and membership in the Sigma Theta Tau International Honor Society of Nursing, I am a dedicated student committed to lifelong education in nursing. My education provided a variety of international experiences, including a semester of study and service in Peru where I assisted a rural health clinic and became proficient in oral and written Spanish. I have a passion for serving others and am excited to begin my nursing career in an environment that encourages creativity and problem-solving.

Miami Hospital's recent national recognition for excellent service has been impressive. I am currently employed part-time at a Magnet Status hospital, and I am eager to contribute as Miami Hospital works toward Magnet Status while continuing its mission of service within the community.

Thank you for reviewing my resume. Because I am from out of state, I am somewhat limited in my in-person availability between now and the end of April. However, I will be in Miami in early May and look forward to our continued communication. I will follow up next week to confirm you received my application materials.

Sincerely,

David Ramirez

19002 Red Bud Trail
Goshen, IN 46526

March 30, 2011

John West
Director of Outdoor Programming
EnviroPeace
123 West Street
Mullet Lake, MI 49761

Dear Mr. West:

I first learned about EnviroPeace last fall when Marcia Rhadam spoke at Goshen College about "Green Education: Teaching Sustainability in Elementary Schools." As a double major in environmental science and sociology, EnviroPeace's interdisciplinary approach to environmental education immediately intrigued me. I was pleased to see on your website that you are accepting applications for Environmental Educators, and I am writing to apply for the position.

My college coursework included a full-time summer internship at Coastal Wonders, a non-profit organization focused on teaching children coastal ecology and humanity's connection to the environment. In addition to providing engaging daily programming to 25-30 elementary students, I also assisted in developing innovative new curriculum for preschool groups. The experience increased my passion for environmental sustainability and fully confirmed my decision to become an environmental educator.

Thank you for taking the time to review my enclosed resume. I will follow up with you next week schedule an interview time. If you have any questions in the meantime, please call me at (555) 555-5555.

Sincerely,

Regina Goodwin

Faith Smith

1684 Sandalwood Drive | Petersburg, PA 34567 | (123) 456-7899 | faith.smith@hotmail.com

January 30, 2011

Jessica Hernandez
Director of Human Resources
Mennonite Central Committee
P.O. Box 500
Akron, PA 17501-0500

Dear Ms. Hernandez:

I am writing to apply to your international service program, Serving and Learning Together. As a committed Christian, dedicated to deepening my faith, I truly feel called to full-time service and would be honored to serve with Mennonite Central Committee.

Through my experiences within the Goshen College community, I have become passionately committed to enacting social justice and nonviolent biblical peacemaking. My theater and social policy coursework has focused on the empowerment of disadvantaged and oppressed populations. I have taken courses in social welfare, global social change, intercultural communication, and non profit organization leadership. My academic background also provided multiple hands-on experiences through field placements, including a semester as a part-time Peace Educator and Conflict Resolution Specialist at a local high school.

I have participated in a variety of international experiences, including a semester of study and service in Nicaragua where I served at an orphanage by tutoring elementary-age children in reading and mathematics. The experience strengthened my ability to communicate in Spanish and engage sensitively with individuals from another culture.

Thank you for taking the time to review my enclosed resume. I will call you next week to confirm you received my application and discuss the next steps in the application process.

Sincerely,

Faith Smith