Angad Kapoor

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Email angadkapoor@gmail.com

Date: 15/08/1947

David Watson

Ward Manger

Maple Ward

Buckingham NHS Foundation Trust

London

WD7 4CR

Dear David,

I would like apply for the job of medical ward Nurse Manager which you advertised on your job list page. As requested I am hereby attaching my CV

As a skilled nurse having 8 years of nursing experience working in acute and the critical care settings I provide the compassionate, caring utmost quality care for all the patients and families I encounter. I had an opportunity to enhance my nursing skills working as a Band 5 Nurse to Senior Band 6 Nurse coordinating the ward, organizing the skill mix, completing the duty rota’s and being team leader for the team of 4 nurses and 2 health care assistants. Therefore I have learnt myself how manage the time effectively, problem solving and great leadership skills.

In the same context I believe I can greatly benefit and work hard towards achieving your unit and the hospital goal.

I would greatly appreciate if you could consider my application for the post of ward manager to the maple ward at the …….NHS Foundation Trust.

Yours Sincerely

Angad Kapoor