**Disclaimer:** This ACE Cover Letter Template is intended for New Zealand graduates applying via ACE for their first role as an Enrolled Nurse (EN). You are welcome to use a different format; doing so will not disadvantage you.

All advice from ACE about how to complete this document is edited in grey font. **Delete** all advice and disclaimers in the grey font before you save your final copy of this document for submission.

**Your cover letter should only be one A4 page.**

You will see in the application portal that once you’ve ranked your preferred employers, you will have up to five separate cover letter upload slots available, one for each employer. Make sure you attach the right letter to the right employer, for example, Waikato District **does NOT** want to know why you really want to work at an aged care facility in the South Island.

Alternatively, you can submit one letter that goes to all five employers, but this is not recommended.

You do not need to repeat information that is included in your CV, although you may want to draw attention to any items of particular relevance.

You should include

* Brief introduction about yourself. You can choose to incorporate a mihi
* Brief summary of your skills and abilities
* Your main reasons for choosing this employer
* List the practice setting you are interested in and highlight why. **BE SPECIFIC**.
  + These should match the practice settings on your ACE application but may go into more detail if there are particular sub-specialities you are interested in.
  + Remember to only include practice settings that are relevant to the employer you are applying to.
* Why do you want this position?
* Make the letter clear and concise.
* Use simple and natural language
* Use positive words and phrases such as "I have" or "I can," but don’t start every sentence or paragraph with "I".
* Finally, include any other details that you think are relevant to your application for your first EN position.

Employers will be able to see your practice setting preferences in ACE.

**Final Proofreading**

* Remember that whoever reads your cover letter will consider it an example of your writing skills. Make sure there are no grammatical mistakes and that the spelling is perfect.
* Always get another person to proofread your letter before sending it to an employer.
* Keep copies of all cover letters you have written

ACE recommends that you use **Calibri font, size 11, black, no spacing or normal, left-aligned or justified format** for this particular document.

Name the letter as **FirstName\_LastName\_ Employer\_MonthYear.pdf**

Your file needs to be saved as a PDF. ACE will not accept documents in Word format.

**Full Name**

Home Address: 123 Name Road, Suburb, City/Region, Postcode

Email: email@youremail.co.nz

|  |  |
| --- | --- |
| Mobile: 02x xxxx xxx | Landline: 0x xxxx xxx |

Click here to enter a date.

Name of graduate recruiter if known (e.g. ENSIPP coordinator)

Employer organisation name or Health NZ district

Region

*Optional Whakataukī*

Kia ora/Dear name of recruiter

I am applying for a role as a graduate enrolled nurse in your organisation.

Salutation

Signature

Full Name