**Disclaimer:** This ACE Cover Letter Template is intended for New Zealand Enrolled Nurses applying via ACE for ENSIPP positions.

This template is intended as an instructional aid for students completing their ACE application. You are welcome to create your own resume and cover letters in any way that you like; 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. ACE recommends that you use Calibri font, 11, Black, No Spacing or Normal, left-aligned or justified format for this particular document.

If the option you would like to select for the boxes (e.g. coordinator names) is not available, then you can delete the box and type in the names you would like by right clicking on the box and clicking ‘Remove Content Control’.

Most computers can convert your word document directly to PDF as per ACE business rules. Simply save the file, navigate to “save as file type” and select PDF. If your PC does not facilitate this editing function, send your file to a PC computer that does and save the final copy as PDF. The PC’s in your computer labs will more than likely support saving word documents as PDF. ACE will not accept documents in word format. Good luck!

**Full Name**

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

Click here to enter a date.

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Preference 2 Choose an item.

Preference 3 Choose an item.

Preference 4 Choose an item.

Preference 5 Choose an item.

Click here to enter text.

**Cover Letter Advice Specific for your ACE Enrolled Nurse Application**

When submitting your cover letters, you have two options. You can either submit one cover letter for up to all 5 of the employers you have ranked or you can write separate cover letters for each of the employers that you have ranked.

Writing separate cover letters is the best option! It allows you to customise your cover letter specifically to an employer.

When addressing your cover Letters, remember to triple check who you’ve addressed them to. Remember to be sure you’ve put the correct employer and ENSIPP coordinator’s names at the top of the letter. AND…make sure you’ve attached the right cover letter into the right employer upload slot in your ACE application!.

You will see in the application portal that once you’ve ranked your employers, you will have up to five separate cover letter upload slots available for those employers. Make sure you attach the right letter to the right employer, for example, Waikato DHB do NOT want to know why you really want to work at Auckland DHB!

You should include

* Brief Introduction about yourself. You can chose to incorporate a mihi and provide your whakapapa
* Your Nursing Philosophy/Kaupapa
* Brief summary of your skills and abilities
* Your main reasons for choosing each employer
* Highlight why you’ve chosen your practice setting preferences – BE SPECIFIC!
* Finally, include any other details that you think are relevant to your application for an ENSIPP position.

A cover letter should not read longer than one A4 sized paper. Employers want to know why you are interested in an ENSIPP in that organisation and what you can offer them. You should first note your main reasons for choosing that employer as one of your preferred places to work.

**General Cover Letter Advice**

* Why do you want this position?
* Show how motivated and enthusiastic you are, and how you can fit into the organisation discussing your personal qualities
* Mention any of the organisational philosophies that are relevant to that DHB or External Provider and comment on something positive about them and letting them know why you would want to work there.

**How to Structure Your Cover Letter**

* It is important to make a good impression.
* Cover letters are usually no more than one page long.
* Be professional, warm and friendly.
* Make the letter interesting to read, but clear, concise and to the point. Do not repeat everything you say in your CV.
* Use simple and natural language
* Use positive words and phrases such as "I have" or "I can".
* Do not start every sentence or paragraph with "I".

**Final Proofing**

* Write a rough draft first so you can get your thoughts in order.
* 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 read your letter before sending it to an employer.
* Keep copies of all cover letters you have written and save them to storage on your computer or in the cloud.

**Full Name**