

SAMPLE REFERENCE LETTER

Below is a sample reference letter that can be used when asked to write a reference letter for a nursing student or nursing professional.

Provided by:

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Joe Nurse, DNP, MSN, RN

Patient Care Manager, Emergency Department
University of Pulmonary Hospital
800 Lilac Street, H-900
Pulmonary, PA 34587

March 27, 2012

Dear Ms. Adams,

I have had the pleasure of supervising Kathy Jones during the past two years while she has served as a Patient Care Technician in the Emergency Department at the University of Pulmonary Hospital. Kathy has shown the ability to establish an excellent rapport with many different constituents including nurses, medical and nursing students, physicians and staff. Kathy is genuinely interested in helping others and provides excellent patient care in a consistently positive and skillful manner. Kathy is self-assured and calmly handles the stress associated with a highly acute, Level 1 Trauma Center. Her ability to think quickly on her feet, assist with procedures and patient care when needed, and the ability to get the job done is exceptional for a nursing student.

Kathy is also responsible and volunteers to jump in and help out with any task from the mundane to the challenging. She blends a well organized, task oriented style with the aforementioned sensitivity to the needs of our patients and their families. I have rarely met a student employee over the past ten years upon whom I can rely as much as Kathy.

As you can tell, I think very highly of this young woman and recommend Kathy without reservations for employment or any other endeavors she chooses to pursue. Please contact me if you have any further questions about this outstanding young woman.

Sincerely,

Joe Nurse, DNP, MSN, RN
Patient Care Manager, Emergency Department
University of Pulmonary Hospital