

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 14, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I have returned home! After 25 years of living in Florida, I have returned home to spend the second half of my life where it all began. I am currently exploring nursing positions at Elm Street Hospital and have enclosed my updated resume for your review.

I worked here in the 1970s. I left on great terms, have outstanding references, and I'd love to come back and conclude my career where I started.

As you see from my resume, I have not formally worked in the past 24 months. I have spent time with my children and grandchildren, traveled a bit with my semi-retired husband, and have taken advantage of my free time to take a number of continuing education courses to improve my skills for 21st-century America—including computer courses, advanced nursing techniques, and other personal development-related workshops and seminars.

Now back in Georgia, I am seeking part-time employment. I am flexible as to the shifts and days I can work, and I'd like to find a position that would allow me to work about 24 hours per week. I can work three 8-hour shifts or two 12-hour ones. I have excellent letters of reference from my years in Florida, in addition to the fine reputation I left behind when I left Georgia some 25 years ago.

I will stop by your office next Tuesday between 2 P.M. and 3 P.M. to fill out your formal application. If you can take a few moments to see me at that time, I would be very grateful. I will call you on Monday to see if this can be arranged.

Thank you for your attention. I am excited about the possibility of returning to Elm Street Hospital.

Sincerely,

[Your Name]

[Recipient Name]
January 14, 2014
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Enclosure

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