**Disclaimer:** This ACE Cover Letter Template is intended for New Zealand nursing graduates applying via ACE for NETP and NESP positions.

This template is intended as an instructional aid for students completing their ACE application. You are welcome to create your own resumes 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.

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.

Enter NETP/NESP names

Employers Address

*Optional Whakatauki*

Choose an item. , (NETP/NESP Coordinator names here)

Re: Choose an item.

Practice Settings Selection for (Enter name of DHB you hare applying to here)

Preference 1 Choose an item.

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 Nursing Application**

When submitting your cover letters, you have two options. You can either submit one cover letter which all 3 employers you rank will be able to see, 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 and remember that employers don’t know where you’ve ranked them, so by writing separate cover letters you can make it sound as though each employer you selected is your most preferred option!

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 NETP and NESP coordinators 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 three 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 a NETP/NESP position

A cover letter should not read longer than one A4 sized paper. Employers want to know why you are interested in a NETP or NESP position 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.

Note that employers cannot see the order in which you ranked them. You can also use your cover letters to specify your true practice setting preferences. Although employers can’t see your employer preferences, they CAN see your practice setting preferences. You are free to include a discussion about any other areas of practice outside of your three preferred options in your ACE application.

You can clarify in your cover letters what your nursing philosophy is and your passion for your chosen practice. Each DHB will offer different practice settings from what we advertise on our ACE websites. Our advice to you is to visit the DHB websites and contact the NETP coordinators for this information.

**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**

**Contact Number**