Siobhan Kelly
Stoke-on-Trent · siobhan.kelly@example.com · 07700 900162

16 October 2026

Mrs Angela Moss
Ward Manager, Ward 12
Trentvale Hospital
General Surgery
Stoke-on-Trent ST4 9QZ

Dear Mrs Moss

Application for Junior Sister, Ward 12 (ref. TH-W12-JS)

I am applying for the Junior Sister post on Ward 12. I have been a staff nurse on the ward since September 2023, and since 2025 I have been nurse in charge on about two late shifts a week.

As nurse in charge I allocate patients to the team and coordinate admissions and theatre returns with the bed managers. As our falls link nurse, my audit showed that most falls happened at night on the way to the toilet; since you adopted the toilet and call-bell check on the two-hourly night rounds, ward falls have averaged 4 a quarter, down from 9.

As junior sister I would like to take the same approach to pressure ulcer audits, and to give newer staff nurses regular shifts as nurse in charge with support. I know that leading people who were my peers needs care: I would keep the same open handovers, and agree with each nurse what they want from the year.

I have updated my CV with my practice supervisor and immediate life support training, and it is attached. Thank you for considering my application.

Yours sincerely

Siobhan Kelly