

# LINFIELD COLLEGE



## Nursing Resume & Cover Letter Packet

Compliments of  
Linfield-Good Samaritan School of Nursing  
Office of Student Life and Nursing Alumni



Linfield-Good Samaritan School of Nursing • 2255 NW Northrup St. • Portland OR 97210

Questions? • Contact Lisa Burch, Assistant Dean of Students / Director of Student Life • [lburch@linfield.edu](mailto:lburch@linfield.edu) • 503.413.7561

A **COVER LETTER** is a unique letter to a specific person for a specific reason with a unique message tailored for each situation. A **RESUME** is a document that gives a broad-based overview of your career, a document you hope to use over and over again.

Resumes are a snapshot of you and should be used to highlight your skills and education. Resumes may also be the first and only impression that the employer gets of you before an interview. Therefore, a resume should be accurate, well organized, concise, and professional. There are many styles of resumes but the areas you should make sure to include are:

- Education (list BSN at the top of all other education)
- Clinical rotations (with # of hours) with a focus on senior clinical placement
- Work experience
- Things that make you unique (travel, language skills, honors, leadership, volunteerism, skills, hobbies)

Cover letters are career marketing letters to market the job seeker, highlight notable qualifications and career successes, and generate an invitation for a personal interview. Objectives of your Cover Letter should be to:

- Introduce yourself and clearly define who you are
- Highlight your most notable qualifications, experiences, credentials, skills, and achievements
- Identify the value you bring to an organization
- Capture your readers interest and motivate them to call and offer you an interview

Many career websites offer resume and cover letter samples. Here are a few that can be helpful for nursing graduates:

- [careers.ana.org](http://careers.ana.org)
- [www.aftercollege.com/career-networks/linfield-college/school-of-nursing/](http://www.aftercollege.com/career-networks/linfield-college/school-of-nursing/)
- [www.healthcareers.com](http://www.healthcareers.com)
- [www.careerbeam.com](http://www.careerbeam.com)



# Name

Email address  
Phone number

## **PROFESSIONAL SUMMARY:**

Recognized as a competent team member able to effectively communicate and collaborate within the interdisciplinary team in order to deliver safe, patient centered care. Consistently empathetic, actively listens and establishes rapport quickly with patients to deliver unbiased patient care.

## **EDUCATION:**

- **Linfield College**, Bachelor of Science in Nursing **Date**
- **Oregon State University**, Bachelor of Science in General Science **Date**

## **CLINICAL EXPERIENCE:**

- **Senior Practicum: PeaceHealth Southwest Medical Center** **192 hours**  
Oncology experience; assess conditions and administer appropriate interventions; prioritize patient care, competent interdisciplinary communication regarding patient status and care.
- **Leading and Managing: PeaceHealth Southwest Medical Center** **70 hours**
- **Chronic Illness: Kaiser Permanente-Interstate Clinic** **126 hours**
- **Maternal-Child Health: Kaiser Permanente-Sunnyside Medical Center** **84 hours**
- **Acute Care: Legacy-Good Samaritan Hospital** **126 hours**
- **Clinical Nursing Skills: Marquis Care-Wilsonville** **48 hours**
- **Mental Health Nursing: Faulkner Place-secure step-down facility** **126 hours**

## **ADDITIONAL NURSING COURSES:**

- **Sudden Illness and Trauma:** application of nursing process to patients across the life span experiencing sudden illness or trauma; Code simulations and IV Lab skills.
- **Therapeutic communication:** Practical application of therapeutic communication in patient interviews.
- **Selected Topics in Pathophysiology**

## **WORK EXPERIENCE:**

- **Linfield College** **Date**  
-Resident Advisor: help residents transition into the dorms, mentor new students, provide resources.
- **Linfield College** **Date**  
-Teaching Assistant for Lifespan and Development Psychology Professional Interaction: assisted students with class assignments, inputted grades, uploaded course content into BlackBoard.
- **OSU Catering** **Date**  
-Server/Bartender/Catering Student Lead: developed leadership and customer service skills, mentored new employees, prioritized and delegated tasks at events.

## **VOLUNTEER & LEADERSHIP:**

- **Associated Students of Linfield College-Portland Campus** **Date**  
-Class Senator: work with a team to identify student needs and address issues by utilizing resources.
- **Nursing Faculty Development Committee** **Date**  
-Student Member: work with nursing faculty members to voice student needs.
- **Invited to host Poster at 13<sup>th</sup> Annual Oregon Geriatrics Society Conference** **Date**
- **Inducted into Sigma Theta Tau Honor Society of Nursing** **Date**
- **Portland Marathon: Medical Tent Team Student Volunteer** **Date**
- **OSU Peer Health Advocates: Student Member** **Date**
- **AARP Oregon Prescription Drug Program: Student Volunteer** **Date**

# Name

Address  
Address  
Phone #  
Email

**OBJECTIVE:** Seeking nursing position at Salem Hospital where I can contribute as a team member to further my professional development in an acute care setting.

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## EDUCATION

Bachelor of Science in Nursing  
Linfield-Good Samaritan School of Nursing, Linfield College, Portland Campus  
Completion date

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## CLINICAL EXPERIENCE

**St. Vincent's Hospital** – 7East (med/surg). I cared for patients with renal concerns, diabetic issues, respiratory illness, wound matters and various other acute care issues. 126 hours.

**Coffee Creek Correctional Facility** – I processed incoming inmates and did their physical and historical assessments. I performed sick call with the prison doctor. I also assessed and cared for maternity and cancer patients in the infirmary. I passed meds on all units. 126 hours.

**Salem Hospital** – I am currently beginning my practicum at Salem Hospital Family Birth Center in labor and delivery. 192 hours, anticipated completion [date].

**Other Experiences** – Legacy Emanuel Hospital – postpartum mother/baby care and assistance in labor & delivery. 84 hours. Healthy Start, Clackamas County – aided CSWs in mother/baby care and instruction for at risk mothers in their homes. 88 hours. Oregon State Hospital – assisted mental health nurses and psychiatric nurses in interviewing and evaluating patients. 126 hours. Leadership rotation at Salem Birth Center – performed research for [Name], preceptor, to aid in revising and writing new policy. 70 hours.

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## WORK EXPERIENCE

**Travel Agency Name** – Owner and manager. I arranged and guided tour groups to many countries and specialty interest fields, i.e., women's literature in England, genealogy research in Scotland, archeology in Mexico.

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## COMMUNITY INVOLVEMENT

**United Way** – Chair member of the Eugene Oregon Board. Responsible for enlisting and organizing team captains and their 20 member teams in a city-wide fundraiser.

**Polk County Precinct Leader** – Responsible for running local precinct voting station.

**Relief Society President** – Past leader of local church women's service organization. Responsible for 100+ women and their families for their physical, social, and spiritual needs.

**Volunteer** in many fundraising efforts and public school organizations.

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## HONORS/ ACHIEVEMENTS

Member Sigma Tata Tau International Honor Society of Nursing  
Member SNA

**REFERENCES** – Available upon request

# Name

Phone

[Email](#)

## Summary

I am a dedicated and hardworking individual with a willingness to learn new skills and techniques in the clinical setting. I am a flexible team player and excellent communicator with strong interpersonal skills and the ability to adapt to change. Caring and compassionate, I am committed to working with a variety of patient populations to provide quality healthcare. I have a clinical skill set including medication administration, full body and focused assessments, urinary catheter placement and care, postpartum and newborn care, CBG and insulin injection, dressing changes and wound care, care plan management, and therapeutic communication.

## Education

**Linfield College, Good Samaritan School of Nursing** - Portland, OR  
**Bachelors of Science in Nursing** **Expected graduation:** Date  
Magna Cum Laude, GPA 3.9

**Linfield College** - McMinnville, OR  
Pre-Nursing Date

## Nursing School Clinical Experience

<b>Senior Practicum</b> (in progress)	Legacy Emanuel Hospital	Family Birth Center	192 hours
<b>Leading and Managing</b>	Willamette Valley Medical Center	ICU	70 hours
<b>Chronic Care</b>	Willamette View	Health Center	126 hours
<b>Acute Care</b>	Legacy Emanuel	Surgical Specialties	126 hours
<b>Maternal-Child Health</b>	Salem Hospital	Family Birth Center	84 hours
<b>Mental Health</b>	Arbor Place	Residential Facility	126 hours
<b>Clinical Nursing Skills</b>	Robison Jewish Health Center	Long Term Care	48 hours

## Employment

**Portland Parks and Recreation** Southwest Community Center Date

- Camp coordinator support, camp director, camp counselor, recreational service representative, child care attendant, birthday party host, and special events.
- Enthusiastic and dedicated employee with a commitment to customer service and patron satisfaction.
- Expansion of teamwork and teambuilding skills with movement into leadership positions.

## Volunteer Experience

**Portland Marathon** First Aid Station Date

- Provided first aid care to marathon participants.

**Multnomah Education District** Outdoor School Student Leader Date

- Role model and cabin leader of sixth-grade students to provide inspiration, interest, and education in topics related to science and nature.

**Loaves and Fishes** Kitchen Volunteer Date

- Prepared and packaged meals for the Meals-On-Wheels Program.

**Saturday Academy Speaker** Date

- Share my nursing school experience to inspire high school students to consider a career in nursing.

## Activities and Achievements

**International Study Abroad** Health Promotion in Cameroon Trip Date

- Worked with local NGO in Cameroon to promote health in a third world country and provide healthcare and related education to children orphaned by HIV/AIDS and their classmates.

**Dean's List** Linfield-Good Samaritan School of Nursing Date

- Outstanding academic achievement for Date

# Name

Cell  
Email

## SUMMARY

Ambitious and compassionate BSN graduate nurse aspiring to practice, acquire, and improve skills to promote health across the nursing care continuum. Desire to improve the health and well being of the community I serve using a collaborative approach for quality care. Honest and ethical nurse who will prioritize effectively and follow through on commitments. Motivated to positively impact and educate my patients utilizing thorough time management and skills. Seeking guidance to obtain basic knowledge and clinical skills necessary to function independently in the RN role.

## EDUCATION

Bachelor's of Science in Nursing; Linfield College Portland Campus	Date
Linn Benton Community College, Albany, OR	Date
Certified Nursing Assistant; Mennonite Village, Albany, OR	Date

## CLINICAL EXPERIENCE

1050 total clinical hours; rotations included:

- 192- Senior Practicum: Kaiser Sunnyside Medical/Surgical (Stroke and Telemetry)
- 70- Leading and Managing: Legacy Emanuel Children's Services
- 114- Acute Care: Providence St. Vincent Medical/Surgical (Telemetry)
- 126- Mental Health: Portland Oregon State Hospital
- 84- Maternal-child Health: Kaiser Sunnyside
- 126- Chronic Care: Town Center Village
- 48- Clinical Nursing Skills: Robison Jewish Health Center

## RELEVANT SKILLS/ATTRIBUTES

Ability to ensure quality care and safety to adults and children  
Effective working independently or as part of an interdisciplinary team  
Strong commitment to my patients and other health care members  
Linfield College Dean's List, Fall 2011  
Sigma Theta Tau candidate, International Honor Society of Nursing  
National Student Nurses Association member  
Basic Life Support for Healthcare Provider

## WORK EXPERIENCE

<i>Prestige Care Inc</i> , Vancouver, WA Work as an agency CNA, ensuring high quality of care to all patients Improve health in both skilled rehab and long term settings	Date-Present
<i>Timberview Care Center</i> , Albany, OR Worked as a CNA, ensuring high quality of care to all patients Improve health in both skilled rehab and long term settings	Date
<i>South Albany Community Church</i> , Albany, OR Worked as a receptionist and office assistant Strong customer service skills and commitment to all staff and visitors	Date
<i>Sears</i> , Albany, OR Worked independently as a cashier while being a part of a retail team Strong customer service skills and commitment	Date

# Name

Phone – Address - Email

## EDUCATION

Bachelor of Science in Nursing, Linfield College School of Nursing, Portland Oregon, Date

## CLINICAL EXPERIENCE

Senior Practicum: Peace Health Southwest Hospital, Intensive Care Unit (192 hrs)

Leading & Managing: Peace Health Southwest, SIM/Education Department (70 hrs)

Maternal & Child Health: Legacy Emanuel Children's Hospital, medical unit (84 hrs)

Adult Acute: Kaiser Permanente neuro/telemetry medical unit (126 hrs)

Adult Chronic: Coffee Creek Correctional Facility, women's health (126 hrs)

Psych-Mental Health Nursing: Oregon Health & Science University, psychiatric unit (114 hrs)

Clinical Nursing Skills: Highland Terrace, geriatric health (48 hrs)

BLS for Health care providers and ACLS certified through the American Heart Association, expires Date

Fluent in Spanish conversation and medical terminology

## ACHIEVEMENTS /ACTIVITIES

Sigma Theta Tau (International Nursing Honor Society) member

President of student organization Movimiento Estudiantil Chicano de Aztlán (MEChA); to promote higher education, cultura, and historia in the Latino community

Vice President of student organization Nursing Students Without Borders; to promote global health awareness in the community

National Association of Hispanic Nurses (NAHN) member

Volunteer with No One Dies Alone (NODA), providing companionship to those within 72 hrs of end of life

Volunteer with Impact Northwest, a community organization that prevents and alleviates the effects of poverty

## RELATED WORK EXPERIENCE

### Hospital Atlantida, La Ceiba Honduras, Nursing Volunteer/Medical aide

Date - Date

- Worked in a government run primary health care clinic/hospital assisting the health care team in providing treatments to gunshot/stabbing wounds, post op care, administration of vaccines & education on prevention of communicable diseases and non-communicable diseases
- Utilized my Spanish speaking skills to communicate care between patients and other American volunteers

### Care Center East/Extendicare, Portland OR

#### Certified Med Aide and Certified Nursing Assistant

Date - Date

- Administer and chart daily medications to residents while following state guidelines
- Provide and assist with ADLs; feed, bathe and groom, take vital signs
- Observe patients, report changes in condition and responses to treatment to charge nurse

## REFERENCES AVAILABLE UPON REQUEST

# NAME

Address | Portland, Oregon Zip| Cell: | Email:

## **PROFESSIONAL SUMMARY:**

A competent and efficient team member, dedicated to providing quality care based on a foundation of trust built through establishment of rapport. A quick study, adaptable, and receptive to new treatment concepts backed by recent evidence.

- Efficient with Electronic Medical Documentation, trained in Epic.
- Consistent track record of positive feedback from clinical instructors and preceptors.
- Demonstration of leadership through organization of educational events at Linfield Good Samaritan School of Nursing.

## **EDUCATION:**

Bachelor of Science in Nursing, Linfield College, McMinnville, Oregon, Date  
Projected GPA:

## **CLINICAL EXPERIENCE:**

**Peace Health Medical Center: Emergency Department (*in progress*)** | 192 hours | Date | Senior Practicum  
Performed various focused assessments establishing prioritization of care. Performed the following skills on site: urinary catheterization, medication administration, trach suctioning, IV placement, wound dressing changes, and colostomy care. Assisted with intubations and cardioversions.

**OHSU Partnership Project: HIV RN Case Management** | 70 hours | Date | Leading and Managing

**Kaiser Permanente Sunnyside: Med-Surg Telemetry Unit** | 126 hours | Date | Acute Care

**Our House of Portland: HIV Live-in Care Facility** | 126 hours | Date | Chronic Care

**Kaiser Permanente Sunnyside: Labor and Delivery** | 84 hours | Date | Maternal-Child Health

**Portland Providence Medical Center: Chemical Dependency** | 126 hours | Date | Mental Health

**Maryville Nursing Home: Long-Term Care** | 48 hours | Date | Clinical Nursing Skills

## **WORK EXPERIENCE:**

Our House of Portland On-Call Caregiver Date - Present

Provide care services to HIV-infected adults with varying levels of acuity, assist nursing staff as needed.

Patient transfers, Food preparation, assistance with eating and bathing, routine blood glucose checks, TED hose, Foley care, etc.

Automatic Gate Installations Field Technician Date

Installed, upgraded, and repaired automatic entry way gates. Assisted with quotes and proposals. Trained and led teams of technicians to complete projects in timely manner.

## **ACTIVITIES & ACHIEVEMENTS:**

Linfield College Queer Club President Date / Vice President Date

- Organized Quarterly Educational presentations on Queer Health issues, including HIV in nursing practice and Trans health concerns.

Dr. Pacquet Scholarship Recipient

Peterson-Grimes Scholarship Recipient

Linfield College Peer Resource Network New Student Mentor

## **CERTIFICATIONS:**

Basic Life Support for Healthcare Providers, expires Date.

Advanced Cardiac Life Support with Basic Life Support Renewal course to be taken Date.



# NAME

Address • Address • Phone • Email

## **Objective**

Seeking a position to improve the health and wellbeing of the people, patients, community, and world as an integral team member within an organization that provides the highest quality of care with respect, excellence, and innovation.

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## **Education**

Bachelor of Science in Nursing – Date

*Linfield College, Portland, Oregon*

Bachelor of Arts – Date

*Willamette University, Salem, Oregon*

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## **Clinical Experience**

Southwest Medical Center	Pediatrics	Senior Practicum	192hrs
Salem Hospital	Pediatrics	Leading and Managing	70hrs
Providence St. Vincent Hospital	Telemetry	Acute Care	126hrs
Vibra Hospital	Medical-Surgical	Chronic Illness	126hrs
Legacy Emanuel Hospital	Pediatrics	Maternal Child Health	84hrs
Portland Oregon State Hospital	Inpatient Psychiatry	Mental Health	126hrs
Robison Jewish Health Center	Long-Term Care	Clinical Nursing Skills	48hrs

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## **Professional Experience**

Date Laboratory Assistant & Student Mentor Portland, OR  
Experiential Learning Center, Linfield College

Date Escrow Specialist San Diego, CA  
Southland Title

Two-time recipient of the Southern California Escrow Elite Personnel for Excellence in Customer Service award.

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## **Activities & Accomplishments**

Associated Students of Linfield College – Portland Campus, *Cohort Senator Date*

Linfield Student Nurses' Association, *Executive Board of Directors - Membership Outreach Coordinator Date*

Linfield Nursing Curriculum Committee, *Student Representative Date*

Peer Resource Network, *Program Coordinator and Mentor*

New Student Orientation Team, *Member*

Linfield Public Health Association, *Member*

Nursing Students Without Borders, *Member*

Oregon Student Nurses' Association, *Member*

National Student Nurses' Association, *Member*

Sigma Theta Tau Honor Society of Nursing, *Member*

Oregon Adult Immunization Coalition, *Student Nurse Volunteer*

Portland Marathon, *Aide Station Volunteer, Date*

Hood to Coast, *Aide Station Volunteer, Date*

Be The Match Bone Marrow Drive, *Volunteer, Date*

Lightbridge Hospice, *Volunteer, Date*

References available upon request

# Name

Address, City, OR, Zip  
Phone \* Email address

## OBJECTIVE

To obtain a Registered Nurse position for Samaritan Services' Women's Health

## EDUCATION, LICENSE, and CERTIFICATION

**Linfield Good Samaritan School of Nursing-  
Portland, Oregon**  
Baccalaureate of Science in Nursing - June Year  
Cumulative GPA 3.9  
**Advanced Fetal Monitoring**  
Completed Date

**Basic Life Support for Healthcare Provider**  
Valid through June Year  
**Advanced Cardiac Life Support**  
To be completed in June Year  
**Neonatal Resuscitation Program**  
To be completed in June Year

## CLINICAL PRACTICE

*Clinical sites with highly relevant patient experiences:*

### **Legacy Salmon Creek Medical Center, Family Birth Center--192 hours**

Provided care for women and neonates on both postpartum and labor and delivery units. Assumed total care for four mother-baby couplets and assisted nurse in caring for patients during labor and delivery.

### **Legacy Good Samaritan Medical Center, Telemetry/Medical-Surgical Unit--180 hours**

Provided care to acute clients with liver and renal disease, diabetes, and pneumonia. Performed head to toe assessments, vital signs, medication administration, bladder scans, and bubble study. Used isolation precautions when appropriate, discontinued Foley catheter and IV upon discharge, and managed full care for two patients.

### **Legacy Salmon Creek Medical Center, Family Birth Center--84 hours**

Cared for women and neonates on both postpartum and labor and delivery units. Assumed care for two postpartum mother-baby couplets and assisted nurse in caring for patients during a c-section and three vaginal deliveries.

*Additional Clinical Practice:*

Marquis Mt. Tabor (48 hours), Maryville Nursing Home (126 hours), Oregon State Hospital (126 hours), Legacy Salmon Creek Medical Center, PACU/Endo/Angio Units (70 hours)

## WORK EXPERIENCE

### **Nanny - January Year- Present**

Care for children ages ranging from 6 months to 9 years with varying levels of needs due to age. Tailored activities to meet developmental stage and independence

### **Hasty Freez - July Year- present**

### **Linfield College - September Year- Present**

Work study student for Professor Kathleen Bell of Linfield's Mother-Baby course

### **Linfield College Resident Advisor - Year-Year**

**Soto Law Firm - July Year- November Year**

## LEADERSHIP and VOLUNTEER EXPERIENCE

Associated Student Body of Linfield College-Portland Campus Community Senator - August Year-Present

Linfield College Nursing Peer Resource Mentor - January Year-Present

Linfield College New Student Orientation Team - January Year-Present

Linfield College Resident Advisor- Year-Year

Manager of the Linfield Volleyball team - Fall Year-Fall Year

Sing/Play piano at South Albany Community Church 2 Sundays a month - Year-Present

Mexico mission trip with South Albany Community Church - March Year & March Year

*-Provided an after school program for disabled orphans living at Rancho Santa Marta Orphanage*

## MEMBERSHIPS in PROFESSIONAL NURSING ORGANIZATIONS

Xi Mu Chapter of Sigma Theta Tau National Nursing Honors Society, invited and inducted December Year

## Name

Address  
Address  
Phone  
Email

### Objective

To obtain a full-time position as a registered nurse in the CCU at Willamette Valley Medical Center.

### Professional Summary

A competent team member with demonstrated expertise in client care, documentation, and self-management. Recognized as an effective and motivational team player with a consistent track record in establishing rapport and strong working relationships with clients.

- Skilled in strategizing and prioritizing to accomplish multiple tasks
- Innovative and enthusiastic with an uncompromising work ethic
- Strong interpersonal and teamwork abilities
- Consistently exceeds client expectations

### Education

Pursuing a Bachelor of Science, Nursing, Linfield College, McMinnville, OR  
Projected graduation date: May Year

### Clinical Experience

- Salem Hospital- Labor & Delivery Senior Practicum (192 hours)
- Salem Hospital- Labor & Delivery Leading & Managing rotation (70 hours)
- Raines Dialysis Center Forest Grove- Chronic Illness rotation (126 hours)
- Kaiser Permanente Sunnyside- Maternity/Labor and Delivery rotation (84 hours)
- Providence St. Vincent's/ Medical Unit-Acute Care rotation (126 hours)
- DayWatch Portland- Mental Health rotation (126 hours)
- Robison Jewish Health Center- Clinical Nursing Skills rotation (48 hours)

### Work Experience

- Signature Home Health, Tigard, OR  
Home Health Aide  
Date – Date
- Elks Lodge, McMinnville, OR  
Head Bartender/Waitress  
Date – Date
- Shari's Restaurant, Sherwood, OR  
Waitress/Supervisor  
Date – Date

### Community/ Leadership Activities & Awards

- Newberg School District- Event Volunteer  
Date – Date
- Linfield Student Nurses Association Member  
Date – Date
- WVMC Volunteer Guild Scholarship recipient  
Date – Date
- George B Boland 40-8 Nursing Scholarship recipient  
Date

# Name

Address

Phone Email

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## OBJECTIVE

My objective is to gain employment at a Legacy Hospital in critical care allowing me to utilize my current skills and abilities while fostering new skills, challenges, and continuing education opportunities.

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## NURSING EDUCATION

**Bachelor of Science in Nursing** Linfield Good-Samaritan School of Nursing, Portland, Oregon. Year.

### ❖ Clinical Rotations:

Silverton Hospital	Medical/Surgical Unit	Senior Practicum	192 hrs
Meridian Park Hospital	Surgical Specialties	Leadership/Management	70 hrs
Emanuel Children's Hospital	Pediatrics	Maternal/Child Health	84 hrs
Willamette Valley Medical Center	Wound Care/Hyperbaric Medicine	Chronic Care	126 hrs
Emanuel Hospital	TRACU	Acute Care	126 hrs
Robison Jewish Nursing Center	Skilled Nursing Facility	Clinical Nursing Skills	48 hrs
Providence Portland Hospital	Chemical Dependency/Detox Ctr	Mental Health	126 hrs

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## PREVIOUS EDUCATION

**Medical Assistant Diploma/Certification** Pioneer Pacific College, Wilsonville, Oregon. Year.

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## PROFESSIONAL EXPERIENCE

<b>Medical Assistant</b>	Salem Clinic, P.C.	Date
• Primary Assistant for an Internal Medicine Physician. Assist with minor surgical procedures, myoview stress tests, & flexible sigmoidoscopies. Perform injections, vital signs, & quality improvement projects.		
<b>Head Volleyball Coach</b>	John F. Kennedy High School, Mt. Angel, OR	Date
<b>Medical Assistant/Receptionist</b>	Providence Medical Group, Portland, OR	Date

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## PERSONAL INFORMATION

I am a confident and hardworking individual. I have great organizational and multitasking skills as evidenced by successfully managing full time nursing school, a family with four children, and volunteering an abundance of hours for the Mt. Angel Fire District. In my life, I value trust, teamwork, reliability, and dedication. As a medical assistant, I am well versed and have cared for people with an array of chronic illnesses. With my experience at the fire department, I have cared for many types of acute patients from elderly ground level falls to patients in high impact car accidents. Trauma patients have sparked a new interest for me. As a result, I am currently taking a Nursing Trauma elective course through Linfield-Good Samaritan School of Nursing. Life has provided me with many challenges which have given me a plethora of experiences and knowledge. As I begin my professional nursing career, I look forward to increasing my knowledge by working side-by-side with a variety of experienced licensed personnel and caring for an array of people with unique medical illnesses and cultural diversity.

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## REFERENCES

Available upon request

# NAME

Address, Phone, Email

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**OBJECTIVE:** To obtain a full time RN internship position in the acute care setting at a Legacy hospital in the Portland area.

## EDUCATION

**Bachelor of Science in Nursing, May Year**

Linfield-Good Samaritan School of Nursing, Portland, OR

**Bachelor of Science in Psychology, June Year**

University of Oregon, Eugene, OR

## CLINICAL EXPERIENCE

**Senior Practicum-** Maternity/Labor and Delivery, Birthplace, Willamette Falls Hospital (192 hours)

**Leadership-** Oncology Medical-Surgical Services, Kaiser Sunnyside Medical Center (70 hours)

**Maternal-Child Health-** Maternity/Labor and Delivery, Kaiser Sunnyside Medical Center (84 hours)

**Chronic Care-** Inpatient Rehab, Rehabilitation Institute of Oregon, Legacy Good Samaritan (126 hours)

**Acute Care-** Medical Specialties 4-Center, Legacy Good Samaritan Hospital (126 hours)

**Mental Health-** Adult Day Treatment Program, Lifeworks Milliken Site (126 hours)

**Clinical Nursing Skills-** Skilled-Nursing Facility, Marquis Mt. Tabor Site (48 hours)

## WORK EXPERIENCE

**Nordstrom-** Sales Associate, Portland, OR, Date - Date

**Alvord Taylor Inc.-**Life Skills Instructor to Developmentally Challenged Adults, Eugene, OR, Date - Date

## VOLUNTEER EXPERIENCE

**All Women's Health Services-** Peer Educator on Women's Healthcare for Women's Studies classes at University of Oregon, Eugene, OR, Date - Date

**Center for Family Development-** Educational Tutor and Mentor for at risk/troubled youth, Eugene, OR, Date - Date

**Young Judaea-** Counselor/Educator for Jewish teens on a six-week voyage to Israel, Date

## ACTIVITIES/ACHIEVEMENTS

Sigma Theta Tau International Honor Society, Inducted Nov. Date

Peterson Nursing Scholarship, Date - Date

Lloydena Grimes Nursing Scholarship, Date - Date

Linfield Student Nurses Association, Date - Date

Nordstrom Customer Service All-Star Award recipient, Date & Date

**REFERENCES** – Available upon request

# Name

Address  
Home Phone  
Cell Phone  
Email

## OBJECTIVE

To benefit Meridian Park Hospital's Medical-Surgical unit with my nursing skills, knowledge and commitment as a vital team member.

## EDUCATION

**Baccalaureate of Science in Nursing**, Linfield-Good Samaritan School of Nursing, Linfield College — *Date*

**General Studies, Associate Degree**, Clackamas Community College — *Date*

## CLINICAL EXPERIENCE

### **Willamette Falls Hospital, Med-Surg Unit (192 Hours) — *Date***

Cared for patients with type 1 and 2 diabetes, schizophrenia, hemouremia, decubitus ulcers, gallbladder pancreatitis and post surgeries (including knee, parotidectomy, laparoscopic hysterectomy, and laparoscopic cholecystectomy). Admitted and discharged patients.

### **Good Samaritan Hospital, Renal Unit (126 Hours) — *Date***

Cared for patients with diabetes, viral meningitis with 7<sup>th</sup> cranial nerve palsy, hepatitis C, MRSA, amputations, ESRD, and ETOH. Helped prepare patients for hemodialysis.

### **Emanuel Hospital, Pediatric Unit (84 Hours) — *Date***

Cared for patients with ruptured appendix, hypoplastic left heart, osteomyelitis, and closed head injury. Observed pediatric sedation team, including three-year-old with third-degree burns.

### **Other Experiences**

**Meridian Park Hospital, Leading and Managing (70 Hours) — *Date***: Shadowed OR Nurse Manager, attended management meetings, and assisted with auditing projects.

**Emanuel Children's Diabetes and Endocrine Center, Chronic Care (126 Hours) — *Date***: Helped teach type 1 diabetic children about nutrition and insulin injections. Made insulin change suggestions. Increased knowledge about type 2 diabetes.

**Rose Haven and McDonald Center, Mental Health (126 Hours) — *Date***: Helped with basic needs.

**Operating Room observations**: Meridian Park, Good Samaritan, St. Vincent's, and Shriner's.

## WORK EXPERIENCE

CPR Instructor, Linfield College, Portland — *Date*

Office Assistant, Clackamas Community College, Oregon City — *Date*

General Biology Tutor, Clackamas Community College, Oregon City — *Date*

Database Technician, Clackamas Community College, Oregon City — *Date*

Office Assistant, Clackamas Community College, Oregon City — *Date*

Property Title Researcher, Chicago Title Company, Clackamas — *Date*

Office Assistant, Paccess, A Koplik Partnership, Portland — *Date*

Office Manager, Shannon Marketing, Clackamas — *Date*

## HONORS AND ACHIEVEMENTS

Convocation Committee Leader, Linfield College, Portland — *Date*

Admissions, Progressions, Honors, and Graduation Committee member, Linfield College, Portland — *Date*

Student Nurses' Association Co-Chair, Linfield College, Portland — *Date*

Phi Theta Kappa, Clackamas Community College, Oregon City — *Date*

**Address**  
**Address**  
**Phone**  
**Email**

# NAME

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**Objective:** To obtain a permanent full-time nursing position in the Legacy Health System where teamwork, compassion, and professionalism are practiced and expected.

**Education:** **Linfield-Good Samaritan School of Nursing** *Date*  
Bachelor of Science in Nursing  
**Uppsala University** – Uppsala, Sweden *Date*  
**University of Oregon** – Biology Major *Date*

**Clinical Rotations:**

- Senior Practicum – Legacy Good Samaritan 4C/3NW – 192 hours
- Leading and Managing, Legacy Good Samaritan 4C/3NW – 70 hours
- Pediatric Nursing, OHSU Doernbecher Children’s Hospital – 84 hours
- Medical Specialties, Legacy Good Samaritan 4C/3NW – 126 hours
- Hospice Nursing, Providence Home Hospice – 126 hours
- Psychiatric Nursing, Faulkner Place – 126 hours
- Clinical Nursing Skills, Robison Jewish Health Center – 48 hours

**Work Experiences:**

**Financial Aid Assistant**

Linfield College, Portland, OR

- Assisted Director of Financial Aid in office organization, data entry, and loan reconciliation

**Receptionist/Office Assistant**

Lateef Investment Management

Portland, OR and San Francisco, CA

- Provided assistance to customers, facilitated broker orders, entered trades, and office management
- Designed and implemented system to organize investment research

**Learning Services and Disabilities Assistant**

University of Oregon, Eugene, OR

- Recorded notes during Chemistry lecture and laboratory for deaf students

**Lead Host**

Old Spaghetti Factory, Hillsboro, OR

- Customer service, organizing waiting lists, and leading host staff

**Activities/Honors:**

- Linfield College Dean’s List *date*
- Sigma Theta Tau candidate, International Honor Society of Nursing
- University of Oregon Cheerleading *date*
- Loaves and Fishes Student Nurse Volunteer *date*
- Doernbecher’s Ronald McDonald House Volunteer *date*
- Elementary Vision Screening Volunteer *date*

**References:**

- Attached with application materials

**NAME**

Address

Phone

Email

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**SUMMARY OF CLINICAL EXPERIENCE**

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**Date - Date**      **Senior Practicum:** Location to be determined (192 hours anticipated)  
**Date - Date**      **Nursing Leadership/Management:** Multnomah County Health Department (70 hours)  
**Date - Date**      **Chronic Illness:** Providence Home Health, Portland OR (126 hours)  
**Date - Date**      **Obstetrics/Maternity:** Emanuel Hospital, Portland OR: L&D, OB, nursery (84 hours)  
**Date - Date**      **Acute Care:** Kaiser Sunnyside Hospital, Clackamas, OR (126 hours)  
**Date - Date**      **Psychiatric/Mental Health Nursing:** Macdonald Center & Downtown Chapel, Portland OR (126 hours)  
**Date - Date**      **Clinical Nursing Skills:** Marysville Nursing Home, Beaverton OR (48 hours)

**Date - Present**      **Certified Nursing Assistant and Unit Clerk:** Skyline Hospital, White Salmon WA

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**HONORS**

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Sigma Theta Tau International Honor Society of Nursing	Inducted Date
Dean's List, Linfield-Good Samaritan School of Nursing	Fall Date
Ford Restart Scholarship Recipient	Date - Present
Phi Theta Kappa, Portland Community College	Date

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**WORK EXPERIENCE**

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<b>Work Study</b>	Date - Present
Nancy Nurse, Professor of Nursing, Linfield-Good Samaritan School of Nursing, Portland OR	
<b>International Liaison, FIRE (Friends for International Relief &amp; Education)</b>	Date - Date
Thailand	
<b>Instructional Assistant for Special Education Department</b>	Date - Date
Parkdale School, Parkdale OR	
<b>Starbucks Coffee</b>	Date - Date
Various locations in Virginia and Oregon	
<b>Civilian Military Chaplain</b>	Date - Date
Naval Air Station, Pensacola FL	

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**EDUCATION**

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<b>Bachelor of Science in Nursing, Linfield-Good Samaritan School of Nursing, Portland OR</b>	Graduation Anticipated Date
<b>Doula Training, Hood River OR</b>	Date
<b>Nursing prerequisite courses, Portland Community College, The Dalles OR</b>	Completed Date
<b>EMT Training and Volunteer, Virginia Beach VA</b>	Date - Date
<b>FIRE School &amp; Overseas Training Program, Pensacola FL</b>	Completed Date
TESOL (Teaching English as a Second Language) Certificate, AA in Cross-Cultural Communication	
<b>Bachelor of Arts in English, Oregon State University, Corvallis OR</b>	Graduation Date

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**COMMUNITY & PROFESSIONAL SERVICE**

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- Linfield Student Body Community Senator (Fall Date - Spring Date)
- Lived overseas in Thailand for 22 months working with FIRE (Friends for International Relief and Education) leadership.
- Worked full time at a Thai tsunami site with the emergency/medical teams for 3 months (December-March Date).
- Rebuilt homes and workplaces for Thai people in locations severely damaged in the tsunami.
- Provided women's exams on a regular basis to the female prostitutes in Southern Thailand.
- Worked on a project using education to foster relationships between people with AIDS and their family/friends during the dying process.
- Volunteered as an EMT full time in Virginia for 2 years (Date - Date).
- Traveled to China, Japan, Philippines, Thailand, and Cameroon bringing medical and educational supplies, as part of an exploratory team for future humanitarian aid partnerships.
- Worked extensively with the education team to provide evidence-based education to children with Down's syndrome and mental disabilities.
- Volunteered for one year in the Hood River Providence ED as a student aid providing basic care to patients.

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**REFERENCES ON REQUEST**

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# Name

123 Wildcat Lane, Portland, Oregon 97204  
(541) 123-4567 • name@gmail.com

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## Education and Certification

**Linfield-Good Samaritan School of Nursing**, Portland, OR  
Bachelor of Science in Nursing, Date

**Estimated date of RN licensure:** Date

**Advanced Cardiac Life Support**, expires Date  
**Neonatal Resuscitation**, expires Date  
**S.T.A.B.L.E.**, expires Date  
**Basic Life Support**, expires Date

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## Clinical Practice

**Willamette Valley Medical Center**, 192 hours

- Provided care for women and neonates in the birthing center.

**PeaceHealth SW WA Medical Center**, 70 hours

- Leading and Managing Clinical Rotation.

**Legacy Good Samaritan Hospital**, 126 hours

- Provided care for medical-surgical patients.

**PeaceHealth SW WA Medical Center**, 84 hours

- Provided care for women and neonates in the birthing center.

**Portland Oregon State Hospital**, 126 hours  
**Milwaukie Convalescent Center**, 126 hours  
**Mary's Woods**, 48 hours

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## Work Experience

**Bridgewood Rivers Assisted Living**, Roseburg, Oregon

- Caregiver, Date - Date

**Linfield College**, Portland and McMinnville, Oregon

- Resident Advisor, Date - Date

**Linfield College**, McMinnville, Oregon

- Microbiology Teaching Assistant, Date - Date

**Private Client**, Portland, Oregon

- Personal Caregiver and Driver, Date - Date

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## Volunteer

**Mercy Medical Family Birth Center**, Date, 80 hours

- Volunteered in the family birth center as a student nurse. Worked with 2 labor and delivery nurses and assisted in 7 births.

**Healthcare For Women**, Date, 85 hours

- Volunteered in Dr. Daphne Doctor's obstetric practice. Observed procedures and gynecological and obstetric appointments, and attended births.

**Portland Marathon Medical Staff**, Date, 12 hours

- Provided medical care at the finish line for marathon runners.

**Mission Trips to Guatemala**, Date and Date

- Traveled to the Ixcan Jungle and built latrines, chicken coups, and stoves for community members.

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## Leadership Activities

- Associated Student Body Secretary Date - Date
- New Student Orientation Leader Date - Date

- Fundamentals of Nursing Mentor Date
  - Linfield College Swim Team Date - Date
- 

## Professional Organizations

- Xi Mu Chapter of Sigma Theta Tau International Honor Society of Nursing, inducted Date
- Linfield/Oregon/National Student Nurses Association, Date - Date

# Name

Address

Email

Phone

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## Education

Linfield College, Portland, Oregon

Bachelor of Science, Nursing, *Graduation: May, Date*

GPA 3.9

Oregon State University, *Date - Date*

Pre-Nursing

University of Queensland, Brisbane, Queensland, Australia, *Date*

Semester of Study Abroad

## Student Nursing Experience

### In-Progress:

**Senior Practicum:** Pediatric Acute Care, Doernbecher Children's Hospital (DCH), *192 hours*

### Completed:

**Leadership/Management:** Pediatric Acute Care, DCH, *70 hours*

**Acute Illness:** Cardiac Progressive Care, Legacy Good Samaritan Hospital, *126 hours*

**Maternal/Child Health:** Pediatric Acute Care, DCH, *84 hours*

**Chronic Illness:** Homecare, Children's Nursing Specialties, *126 hours*

**Mental Health:** Adult Psychiatric Care, Oregon Health & Science University, *126 hours*

**Clinical Nursing Skills:** Skilled Nursing Facility, Maryville Nursing Home, *84 hours*

## Volunteer Experience

Mater Hospital Volunteers, Brisbane, Australia – Oncology, *54 hours, Date*

International Student Volunteers, Australia – Environmental Conservation *80 hours, Date*

## Employment

Name – Child Care/Mentor, *Date - Date*

Linfield College Writing Center – Writing Assistance, *Date - Date*

Oregon State University Aquatics – Lifeguard, *Date - Date*

Oregon Gymnastics Academy – Gymnastics Coach, *Date - Date*

## Activities and Achievements

National Student Nurses' Association (NSNA) member, *Date*

Linfield Student Representative, NSNA National Convention, *Date*

Lloydena Grimes Nursing Scholarship, *Date - Date*

Linfield Transfer Student Scholarship, *Date - Date*

Elite Dance Team member, Oregon State University, *Date – Date*

## References

Available upon request

## Name

Address  
Address

Phone #  
Email

## Objective

An acute care new nurse residency within the Legacy Health System

## Clinical Experience

<i>Date</i>	<i>192 hrs</i>	Senior Practicum: Legacy Emanuel TRACU
<i>Date</i>	<i>70 hrs</i>	Leading and Managing: Providence Elder Place
<i>Date</i>	<i>114 hrs</i>	Acute Nursing Care: Providence St. Vincent Hospital
<i>Date</i>	<i>126 hrs</i>	Care of Chronic Conditions: Legacy Good Samaritan, Rehab Institute of Oregon (RIO)
<i>Date</i>	<i>84 hrs</i>	Mother-Child Health: Kaiser Sunnyside Hospital
<i>Date</i>	<i>126 hrs</i>	Psych-Mental Health: The Macdonald Center, Rose Haven
<i>Date</i>	<i>48 hrs</i>	Clinical Nursing Skills: Cascade Terrace Nursing Center

## Related Employment

**Childcare for medically fragile foster kids**, Portland, OR, *Date*

- Provided high quality care to children ages 0-14 years
- Employed critical thinking skills in consulting with my employer to address changing health status and development needs of each child

**Commitment Health Educator**, Peace Corps, Moldova, *Date*

- Developed and taught a health curriculum to 6<sup>th</sup> and 7<sup>th</sup> graders at 2 schools
- Prepared and facilitated health promotion seminars (in Romanian)
- Organized multi-disciplinary round-table wellness discussions
- Collaborated with regional CDC to educate community about prevalence and prevention of contagious illnesses.

## Other Employment

**Library Assistant**, Linfield College, Portland, OR, *Date*

- Utilize organizational and technological skills to assist library patrons.

**After-school Program Leader**, Willamalane, Springfield, OR, *Date*

- Planned and facilitated supplementary educational activities for 3<sup>rd</sup>-5<sup>th</sup> graders.

**Office Assistant**, Educators B & B Travel Network, Eugene, OR, *Date*

- Supported growth and sustainability of company through excellent customer service and personal accountability and reliability.

**Live-in Nanny**, Name Family, Maplewood, NJ, *Date*

- Full-time nanny for two boys; one having diagnoses of autism and Tourette syndrome
- Household responsibilities: meal planning, cooking, laundry, childcare, etc.

**Summer Camp Staff**, Camp Tadmor, Lebanon, OR, *Date*

## Education

Bachelor of Science in Nursing, Linfield College, Portland, OR, graduation *Date*  
Bachelor of Arts in Spanish, University of Oregon, Eugene, OR, *Date*

## Membership

Sigma Theta Tau International Honor Society of Nursing  
National Student Nurses Association (NSNA)  
Oregon Gerontological Association (OGA)

## Other Experiences

**Classroom Volunteer** at the Children's Relief Nursery, Portland, OR

**Name**

Address

Phone

Email

**OBJECTIVE** To obtain a permanent full-time position as an RN in an acute care setting.

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**EDUCATION** Linfield-Good Samaritan School of Nursing, Portland, OR  
Bachelor of Science in Nursing anticipated Date

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**CLINICAL EXPERIENCE**

**Senior Practicum:** Med-Surg Unit, Portland VA Medical Center, Ward 9D (192 hours)  
**Leadership:** Nursing Professional Services & Infection Control, Portland VA (70 hours)  
**Acute Illness:** Med-Surg Unit, Legacy Emanuel Hospital, TRACU (126 hours)  
**Chronic Illness:** Outpatient Clinic, Kaiser Permanente, Immune Deficiency Clinic (126 hours)  
**Maternal & Child Health:** Family Birth Center, Adventist Medical Center (84 hours)  
**Mental Health:** Behavioral Program, SW Washington Medical Center, ADAPT Program (126 hours)  
**Clinical Nursing Skills:** Skilled Nursing Facility, Robison Jewish Health Center (48 hours)

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**WORK & VOLUNTEER EXPERIENCE**

Date	National Alliance on Mental Illness Northwest Walk Participant and Volunteer
Date - Date	Seamstress, Name of Business (Portland, OR)
Date - Date	Volunteer, public speaker, finance director and event coordinator at Bread & Roses Center (Portland, OR), community-based nonprofit that educates and organizes around environmental and social justice issues.
Prior to Date	Volunteered with various organizations such as Raphael House domestic violence shelter (Portland, OR), hotline for rape victims (Athens, GA), Greenpeace and Planned Parenthood (Minneapolis, MN)

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**ACADEMIC ACHIEVEMENTS**

Sigma Theta Tau International Honor Society of Nursing  
Phi Theta Kappa International Honor Society of Two-Year Colleges  
President's List, Linfield College (Fall Date) & Portland Community College  
(Winter & Spring Date, Fall & Winter Date, Spring & Fall Date)  
Dean's List, Portland Community College, Summer Date

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**CERTIFICATIONS & LICENSURE**

RN licensure pending NCLEX exam, anticipated Month Date  
Advanced Cardiac Life Support, anticipated Month Date  
BLS for Healthcare Providers (with CPR & AED), expires Month Date

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**REFERENCES** Available upon request

# NAME

Address

Phone

Email

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## Career Objective:

Seeking a challenging nursing position to further develop current medical surgical skills and advance knowledge on intensive care and emergency care, with the long-term goal of pursuing an advanced practice nursing degree.

## Character Profile:

- Possess strong interpersonal relationship skills used to develop rapport with clients, family and peers
- Relates well with people of various cultural backgrounds
- Bilingual in Chinese and English, and competent in conversational Spanish
- Has ample knowledge in pain-relief and stress-relief modalities such as basic massage therapy
- Demonstrates strong assessment, intervention, and problem-solving skills
- A capable leader willing to collaborate with healthcare team members to support positive client outcomes

## Professional Experience:

### Linfield College School of Nursing – Portland, OR

Date – Present

Student Nurse

#### *Clinical Sites*

- Senior Practicum - Legacy Emanuel Hospital, Labor & Delivery and Postpartum Units (192 hours)
- Leading and Managing - Legacy Good Samaritan Ambulatory Procedure Center (70 hours)
- Acute Conditions - Providence St. Vincent Cardiac Recovery Unit (126 hours)
- Maternal-Child Health - Legacy Emanuel Hospital, Labor & Delivery (84 hours)
- Chronic Conditions - Raines Dialysis Center (126 hours)
- Psych-Mental Health Nursing - Portland Impact Adult Community Center (126 hours)
- Clinical Nursing Skills - Marquis Care at Mt. Tabor (48 hours)

#### *Clinical Experiences*

- Provided quality care within the scope of practice for nursing students
- Ably adapted to clinical sites and situation to effectively provide care for clients
- Successfully introduced learned materials into daily practice

### Good Samaritan Health Services – Corvallis, OR

Date – Date

Certified Nursing Assistant

- Worked at the Heart of the Valley rehabilitation center
- Assisted in helping immobile clients dress, eat, and toilet
- Assisted in orienting new CNAs to different units
- Provided quality care up to the standards of the organization

## Personal Info:

An avid runner, I ran in the Portland Marathon for three years. In Date, as a student nurse, I volunteered to assist the medical team in providing care for recovering runners. I enjoy road trips and outdoor activities such as rafting, camping and kayaking, as well as staying fit by going to the gym, swimming or playing basketball.

# Name

Address

Address

Phone

Email

**OBJECTIVE:** To obtain a full time new RN residency position in acute care.

## EDUCATION

Bachelor of Science in Nursing  
Linfield-Good Samaritan School of Nursing, Linfield College  
Completion December Date – GPA 3.9

## CLINICAL EXPERIENCE

**Salem Hospital** – Senior Practicum. 192 hrs.

**Legacy Emanuel Hospital** – Acute Care. 114 hrs.

**Randall Children’s Hospital at Legacy Emanuel** – Mother-Child Health. 84 hrs.

**Legacy Good Samaritan Hospital** – Rehabilitation Institute of Oregon (RIO). Chronic Care. 126 hrs.

### Other Experiences –

Legacy Good Samaritan Hospital – Psych-Mental Health. 126 hrs.

Providence Portland Medical Center Nursing Education Dept. – Leading and Managing. 70 hrs.

Robison Jewish Health Center – Clinical Nursing Skills. 48 hrs.

## WORK EXPERIENCE

**Recreation Equipment Incorporated (REI)** - Sales and Visual Specialist. Date -Present

- Determine and communicate customers' and coworkers' needs and problem-solve for solutions.
- Proposed and implemented improved storewide policies and standards during store remodel.

**USDA Forest Service** - Wildland Firefighter (Hot Shot Crew), Squad Boss Trainee. Date - Date

- Directed 10 crew members with responsibilities for their safety, performance, and motivation.
- Managed administrative duties of crew; planned and organized for off-forest assignments.

**Therapeutic Associates Kings Road P.T.** - Physical Therapy Aide. Date - Date

- Guided patients with therapeutic exercise and implemented therapy with standard modalities.
- Communicated patient needs to therapists, charted patient progress, and updated patient records.

## COMMUNITY INVOLVEMENT

### National Alliance on Mental Illness Northwest

- Generated mental health resource notebook for Portland Metro Area, Date.

### Portland Marathon

- Administered nursing care at medical tent for runners and walkers, Date.

### Portland Head Start

- Conducted vision and dental screenings for 3-5 year olds, Date.

## CERTIFICATIONS/ACHIEVEMENTS

**BLS for Healthcare Providers from American Heart Association (AHA)** - Current through Date.

**Sigma Theta Tau International Honor Society of Nursing** - Member.

**National Student Nurses Association (NSNA)** - Member.

**American Sign Language (ASL)** - Fluent in conversational ASL.

**REFERENCES** – Available upon request

# Name

Address  
Address  
Phone  
Email

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## Objective

To obtain an entry level position as a Registered Nurse and build clinical experience on a strong foundation of reflective and evidence based nursing practice.

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## Education

Bachelor of Science in Nursing, Linfield-Good Samaritan School of Nursing – Anticipated *Date*

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## Clinical Experience

### Clinical Rotations

- *Providence Portland Medical Center, Cardiology Unit – Fall Date*  
Senior Practicum. Completed 192 hours of clinical experience providing nursing care to patients with cardiovascular and other severe health challenges.
- *Portland Adventist Medical Center, Medical Surgical Specialties – Fall Date*  
Leading and Managing Rotation. Collaborated with three managers in the medical, surgical, and ortho-neuro units to learn about nursing leadership, management, and healthcare policy. 70 hours.
- *Legacy Good Samaritan Hospital, Renal and Cardiology Units – Spring Date*  
Acute Illness Rotation. Worked with floor RNs providing care to patients in various stages of renal and cardiac diseases. 114 hours.
- *Legacy Good Samaritan Hospital, Obstetrics and Gynecological Unit – Spring Date*  
Maternal-Child Health Rotation. Worked with floor RNs providing care to laboring women, postpartum and gynecological patients, and newborns. 84 hours.
- *Coffee Creek Correctional Facility – Fall Date*  
Chronic Illness Rotation. Performed shift assessments, conducted intake assessments, assisted in medication lines. 126 hours.
- *Downtown Chapel – Spring Date*  
Psychiatric-Mental Health Rotation. Practiced therapeutic communication with individuals having various mental illnesses. Developed and taught educational program on depression. 126 hours.

### Skills Summary

Head to toe and focused assessments, sterile dressing changes, IV starts, multiple IV infusions, catheterization, nasogastric tube placement, therapeutic communication, delegating, and teamwork.

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## Employment

In-home caregiver to private client with Alzheimer's Disease, April Date - Present  
In-home caregiver to quadriplegic private client, September Date - December Date  
In-home caregiver to epileptic private client, July Date - January Date  
Student Government, Linfield College, August Date - June Date

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## Other Interests

President, Nurses Christian Fellowship, August Date - June Date  
Worship Team Member for Gresham Christian Fellowship, Date – Date  
Teaching English as a second language in the U.S. and Japan, August Date - December Date

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## References

Available upon request

## Name

Email

Address

Phone

### EDUCATION

- **Linfield College**  
Bachelor of Science in Nursing, anticipated graduation May Date
- **Oregon State University (OSU)**  
Bachelor of Science in Exercise and Sport Science, Nursing Option, Date
- **Mt. Hood Community College (MHCC)**  
Certified Nursing Assistant (CNA) Certification, Date

### EXPERIENCE

#### Nursing School Clinical Sites

- **Senior Practicum - Portland Veterans Hospital** **Spring, Date (192 Hours)**  
ICU experience, working with ventilators, central line care, care of patients in critical condition, critical thinking.
- **Leading and Managing - Randall Children's Hospital** **Spring, Date (70 Hours)**  
Managing a Hospital Unit, Budget Planning, Marketing strategies, Universal Protocol.
- **Chronic Conditions - Southwest Washington Cardiac Rehabilitation** **Fall, Date (126 Hours)**  
BP/EKC skills, Physical Assessment skills, Learning how to care for clients living with a chronic illnesses.
- **Acute Conditions - Kaiser Permanente** **Fall, Date (126 Hours)**  
Surgical floor, Wound Care, Medication Administration, Vital signs, acute illnesses in each body system, OR.
- **Obstetrics/Pediatrics- Adventist Medical Center** **Summer, Date (84 Hours)**  
Caesarian section, the birthing process, common illnesses in pediatric children, postpartum nursing skills.
- **Clinical Nursing Skills** **Summer, Date (48 Hours)**  
Sterile technique, documentation, focused assessment skills, administering injections.
- **Psych Mental Health- Portland Oregon State Hospital** **Spring, Date (126 Hours)**  
Therapeutic communication, caring for clients with mental illness.

#### Portland Veterans Hospital, SNT, Portland OR

**Date - Present**

- Perform CNA skills for up to 13 patients during one shift, communicate changes in patients status to nursing staff, place condom catheters, work with nurses as they perform nursing skills.

#### ResCare Home Care, CNA, Portland, OR

**Date - Present**

- Assist clients during shower bath, aid with personal grooming, take and chart vital signs, promote ambulation, remind medications, initiate nutrition planning, conduct meal preparation, maintain a safe and clean environment through house keeping, facilitate leisure activities such as reading and visiting, and transport to social events.

### LICENSURE & ADDITIONAL CERTIFICATIONS

- Certified Nursing Assistant License Granted by Oregon State Board of Nursing, September, Date
- Basic Life Support Health Care Provider Certification, Expires Date
- Advanced Cardiac Life Support Certification, Expires Date

### ACTIVITIES & LEADERSHIP

#### National Student Nurses Association, Portland, OR

**September, Date - Present**

- Attended the 2010 Annual convention in Orlando, FL, as an Alternate Delegate for Linfield College.

#### Oregon Student Nurses Association, Portland, OR

**September, Date - Present**

- Attended the 2010 Oregon State convention in Portland, OR, as a Delegate for Linfield College.

#### Linfield Student Nurses Association, Cohort Representative

**September, Date - Present**

- Organize Change War fundraiser, participate in leadership meetings, communicate between cohort and LSNA.

#### President of Oxford Co-Operative House, Corvallis, OR

**March, Date - March, Date**

- Organized house meetings, facilitated communication, helped manage disputes, interviewed replacement for position.

### ACCOMPLISHMENTS & ACHIEVEMENTS

Sigma Theta Tau International Honor Society of Nursing Member, inducted Date; OSU Honor Roll Student, Date; Certificate of Academic Success, Date; Eastern Europe Short Term Summer Teams, Date; 4-H Ambassador Date; Track Team Captain Date; Student Body Treasurer Date.



*Name*  
*Address*  
*Phone*  
*Email*

*Date*

Legacy Employment Services  
Attention: Versant Residency Program  
Address  
Portland, Oregon, 97209

I am writing to express my interest in joining the Legacy nursing team through an acute care residency position. I will be graduating in May with my BSN from the Linfield-Good Samaritan School of Nursing. I hope to focus on adult health, and I would be open to any of the related acute care residency positions.

It is satisfying for me to work with others to effect positive change in the community. Through nursing I hope to achieve my personal and professional goals at local and global levels. While serving in the Peace Corps in the Republic of Moldova, I developed a heart for nursing. At the time I taught health. I realized that as a nurse I could be an even greater asset to my students and neighbors. Most Moldovan toasts begin with, "In primul rind, sanatate," or "In the first place, to health." During my time abroad I gained the insight that without health a person has great difficulty maintaining a comfortable quality of life.

At Linfield I have developed a strong foundation in nursing concepts and principles, including client-centered, holistic care, group dynamics and emotional intelligence, shared governance, and the ability to be flexible. I think critically and work collaboratively with my clients and other health care professionals. I have cultivated communication skills that improved the quality of my patient care and my ability to participate meaningfully in team processes.

I believe that my skills and values are well matched with those held by Legacy Health System. We concur that our primary focus needs to be client dignity, privacy, and excellence of care, and that the existing climate of change should be matched by an organizational culture committed to learning and innovation. During a rotation at the Rehab Institute of Oregon (RIO) this past fall, I was impressed with the high level of accountability demonstrated by staff. I was accepted as part of the team and experienced a "good fit" within the system. I am convinced that I would thrive as a Legacy RN, and that Legacy Health System would gain from having me as part of the team.

I would be delighted to begin my nursing career with Legacy. I look forward to the opportunity to interview with you this spring. Please feel free to contact me at my home/cell phone number *phone number*, or via e-mail at *email address*. Thank you for taking the time to consider my application. I hope we will have the chance to meet very soon.

Sincerely,

*Name*

Name  
Address  
Phone/Email

Date

RN Residency Program  
Legacy Employment Services  
Address  
Portland, OR 97209

Dear [Name]:

From a very young age, I knew I would be in the service industry – it was just a matter of how I would serve. In kindergarten I proudly announced “I want to be a cook.” When I was ten I declared “I want to be an airline stewardess.” Now, twenty years later, I can state with absolute certainty “I *will* be a nurse!”

My nursing journey began six years ago. On a sunny summer day, I received the kind of phone call everyone dreads. My dad had suffered a heart attack and wasn’t going to make it. The days I spent in the hospital with him are a blur. What I *do* remember, however, is the amazing service we received. The nurses were kind, compassionate, and caring, and in those two days, they became family. Somehow, these phenomenal women made an unbearable event bearable. I looked at my family and said, “I am going to be a nurse.”

Linfield College has provided me with the opportunity to develop a strong foundation of nursing concepts with a focus on client-centered care, holistic healing approaches, and critical thinking skills. My greatest strength is the ability to work collaboratively with clients, families, and the healthcare professional team in an effort to provide exceptional quality of care. I possess clear and effective communication skills that will enhance my ability to participate in meaningful team processes.

As I approach graduation, my one concern surrounds my level of comfort and experience in the clinical setting. The Versant RN Residency Program will provide a safe transition from novice to expert nurse. This opportunity will allow me to gain confidence and increase clinical competency as I continue to learn under the guidance of experienced staff and mentors. Coupling this with integrated classroom time and simulations will additionally aid in bridging the gap between recent graduate and new nurse. A residency program such as Versant will help me to gain the experience, judgment, skills, and confidence that will be essential to deliver outstanding service and put the needs of my patients and their families first.

Transitioning from the comfort of the college setting to a busy hospital floor can be daunting. Navigating the hospital setting is difficult even for seasoned professionals. The benefit of the intensive training provided by this program is invaluable. Throughout my experiences at Linfield-Good Samaritan School of Nursing, it has been a continuing desire to work for Legacy Health, particularly in Randall Children’s Hospital. I look forward to being part of a team of healthcare professionals who serve as positive role models in the community and treat patients with respect and compassion. Although it may be a far cry from my childhood fantasies of becoming a cook or an airline stewardess, I can think of no better way to serve humanity than by becoming a nurse.

Sincerely,

Name

*Name*  
*Address*  
*Date*

RN Residency Program  
Legacy Employment Services  
Address  
Portland, Oregon, 97209

To Whom It May Concern:

My name is (*name*) and I will earn my Bachelor of Science in Nursing from Linfield-Good Samaritan School of Nursing next month. I am seeking a registered nurse residency position in the Legacy Health System.

Being a nursing student connected to the Legacy Health System, I have been given great opportunities for clinical experiences in the various departments of Legacy and have been impressed with the overall quality of care that organization offers its clientele. Last fall, I completed 192 hours of clinical time in the Surgical Specialties unit of Emanuel Hospital for my senior practicum. The experience made me confident that Emanuel is an organization I wish to work for. Following my practicum, I gained a position as a certified nursing assistant in that unit and have worked there throughout the rest of my schooling. My skills and confidence in working with the staff and the overall operating systems have grown.

I feel that I would be an asset to Legacy Health Systems in demonstrating the core values of teamwork, respect and caring, taking initiative and effective use of resources. My clinical and work experiences have taught me to focus on the client, work with a team, and develop problem solving skills. Good communication with one another is very important, and good communication is fostered in part by respect for the diversity and needs of the staff and clientele. In an environment of continuous change, I will be committed to sharing in the advancements and successes of the organization, enabling the individual and corporate achievement of Legacy's mission and vision. I realize that my own personal health is important in order to maintain high performance on the job.

Throughout my nursing training and experiences with various healthcare organizations, Legacy Health System has stood out as being a good fit with my own professional values. The strides you have taken to provide high quality care and remain competitive in the industry have made your company attractive as a future employer.

I would very much like to opportunity to speak with you about the registered nurse internship position. I will call late during the week of (*date*) to inquire about meeting with you, or you can contact me at (*phone number*). Thank you for considering me for this position.

Sincerely,

*Name*

*Enclosure*

*Name*  
*Address*  
*Phone #*  
*Email*

*Date*

Nursing Recruitment  
OHSU Employment Division-HR  
Address  
Portland, OR 97201-3098

Dear Nursing Recruitment,

I am a senior nursing student who will be graduating with my Bachelor of Science in Nursing this (*month*). I am interested in the internship/residency nursing program at Oregon Health & Science University (OHSU). I have enclosed my resume for your consideration.

This semester I have enjoyed the opportunity to learn about OHSU from within the organization. I am currently at OHSU for a clinical rotation focused on nurse leadership and management. My preceptor, the magnet project coordinator, has already taught me a great deal about OHSU's plan to strive for magnet status. I am impressed by the changes that have already occurred at OHSU as well as the commitment demonstrated to improve the environment for nurses to ensure better patient outcomes. OHSU's devotion to magnet status ensures nurses are able to practice autonomously within their scope, work with other competent nurses, and be supported in continuing education efforts.

I have had clinical experiences in a variety of hospital and community settings. This opportunity has greatly increased my awareness of specific health concerns and the needs of different populations. I have completed clinical rotations at organizations including St. Vincent Hospital Labor and Delivery, Western Farm Workers Association supporting migrant farm workers, the Macdonald Center for individuals experiencing mental illness and homelessness, Meridian Park Hospital Medical Surgical floor, Randall Children's Hospital, Providence Elder Place Clinic, Meridian Park Hospital Emergency Department (ED), and Good Samaritan Hospital Kern Intensive Care Unit (ICU). These diverse learning experiences have strengthened my ability to assess, diagnose, and communicate with different populations.

Two clinical experiences I most benefited from were my rotations through the ED and my senior practicum experience in the ICU. During these practice situations, I had the opportunity to practice psychomotor skills such as IV placement, blood draws, and Foley catheter insertion. My learning experience for both rotations focused on critical thinking and organizational skills, both of which are essential for ICU and ED nurses. In the ICU, I was able to take my own patients, with supervision of a preceptor, and organize their care during my 12-hour shift. I was responsible for communicating with the patient, the interdisciplinary team, and the patient's family regarding the patient's critical dynamic health status. This opportunity to practice more independently was a challenging and fearful experience that increased my confidence and competency in nursing.

I appreciate your time in reviewing my application and resume. Thank you for your consideration. I look forward to the opportunity to interview for OHSU.

Thank you,

*Name*

*Enclosure*

Name  
Address  
Address  
Date

Name of Organization  
Attention Nurse Managers  
Name of Organization  
Address  
Address

I am a senior nursing student at Linfield-Good Samaritan School of Nursing, and I will be graduating with my BSN degree this May. I am very interested and excited to join the (name of organization) team and believe that I will be a great asset to your organization.

It is satisfying for me to join forces with an organization that shares my values and goals. Throughout my life, I have aimed to be a person of good character in many respects. Some of the strengths I believe I can offer is my joy of working in a team, honesty and integrity, compassion and friendly personality, desire for excellence, flexibility, organizational skills and delight in serving my community while providing good customer service to my patients. My clinical experiences and time at Linfield have strengthened my conviction that nursing is my passion and is the profession that I want to devote my time and energy to.

At Linfield, I have developed a strong foundation in nursing concepts and principles including client-centered care, holistic care, shared governance, and stewardship. I think critically and work collaboratively with my clients, their families, and other health care professionals. I have cultivated communication skills that improve the quality of my patient care and my ability to participate meaningfully in team processes.

I have visited your organization and observed the friendliness of your staff and their desire to provide compassionate care in the community, and I was impressed by your achievement of magnet status. I would be delighted to join in your mission. I would be very pleased to have an opportunity to interview with you. Thank you for taking the time to consider my application. I hope to have the chance to meet you very soon.

Sincerely,

Name

NAME

Address  
Address  
Phone  
Email

Date

Mr. (Name) and to whom else it my concern,

I am writing to express my interest in joining the (Name of Organization) and the team on (Unit) as a Registered Nurse. I will be graduating this May with a Bachelor of Science in Nursing. I plan to take the NCLEX-RN state board exam in late June of (Year).

For the past four months I have been working on (Unit) at the (Name of Organization) as a Student Nurse Technician. Through this position I have gained experience working in the hospital setting, learning how to organize and prioritize tasks, as well as practicing other valuable skills such as communicating effectively with patients and managing my time during a 12 hour shift. This experience has helped me to benefit from the experience of the other staff on the ward, and inspires me to continue to learn and to hone my clinical and leadership skills throughout my career.

As a nursing student as Linfield College, I have learned about the importance of continually seeking out ways to make health care better for my patients as well as for myself and my colleagues. I plan to continue to be involved in making my own practice the best that it can be by utilizing research and continuing education resources that are available to me. As a new graduate nurse, I look forward to training and learning in my work environment with the experienced nurses of (Name of Organization). In addition, I believe that the leadership experience that I have had at Linfield and previous leadership experiences have prepared me to be a successful nurse and make a difference in the lives I come in to contact with.

As you can see from my resume I have had many different clinical experiences that have prepared me in a number of different areas nurses face in their practice every day. I have seen first hand how important therapeutic communication is in talking with patients who are in the hospital and out of their normal environment. My psych-mental health class introduced me to many different types of mental illnesses. I learned prioritizing and time management skills in my medical-surgical rotation, along with clinical skills, and some patho-physiology. My leadership and management course taught me valuable information about how the hospital is run, how budgets are handled, and how substantive change is achieved.

As I look a back on my life during nursing school and think about other experiences I have had during my life, I am excited about all that I have learned and will bring into my clinical practice as a nurse. I look forward to the happy times and the challenges that I know I will face in the future. I am looking forward to beginning my career as a nurse and hope you will consider me as you prepare to fill nursing positions.

Thank you for giving me the opportunity to share with you about who I am and what I can bring to your nursing team on (Unit). I would be very pleased to have an opportunity to interview.

Sincerely,

Name

# Name

Address  
Address  
Phone  
Email

Date

Dear Nurse Manager:

I am writing to express my interest in joining the (Name of Organization) team through an RN position in Oncology/Infusion. I will graduate with a Bachelor of Science in Nursing from Linfield-Good Samaritan School of Nursing this May. I anticipate taking my NCLEX-RN in late June.

Prior to beginning nursing school, I worked as a medical assistant in a small non-profit clinic for underserved populations. This experience has helped me understand the difference health education can make to prevent disease and the power it can have to change behaviors and habits to benefit the patient's health. Observing the clinical care and the leadership the RNs provided inspired me to become a nurse. While at Linfield I had the opportunity to travel to the nation of Cameroon for a health promotion service project. This experience reinforced my values of equality, social justice and respect for all.

As a nursing student at Linfield College, I have developed a high standard of honesty and integrity. My practice is committed to respecting clients and coworkers, providing high-quality care, and being respectful of other systems of values and beliefs. I believe that the leadership opportunities and values that guide Linfield students have prepared me to achieve my goals and become a successful nurse.

As you will see from my resume, I have had two rotations in Oncology and Infusion as a student nurse. These roles have given me hands-on experience in Oncology nursing and made me aware of how important it is to promote quality of life for patients with cancer. In every situation I have strived to do my best and have experienced first hand the patient focused care the nurses provided. Their teamwork, commitment, and high standards helped me realize (Name of Organization) mission and values closely match my own.

I hope to have an opportunity to talk with you in person about my interest in a nursing position at (Name of Organization). I can provide personal and professional references at the appropriate time. I am a hardworking individual and feel I would be a valuable addition to your team. Thank you for your time.

Sincerely,

Name

Name  
Address  
Address  
Phone  
Email

Date

Nursing Recruitment  
Organization  
Address

Dear Nursing Recruitment,

I am writing to express my interest in joining your nursing team through the new nurse residency program at.....I will be graduating with my BSN from Linfield College this Date. I have enclosed my resume for your consideration.

It is incredibly satisfying for me to work with others to effect positive change in the community. Through nursing I plan to achieve my personal and professional goals at local and global levels. While I was living in Thailand, a tsunami struck the coast and I immediately began to use my EMT experience to work with the medical teams. The needs outweighed my ability to assist them at the level of care required. This experience fueled a passion in me to broaden my scope of practice. As a nurse, I now have both accessible resources and the knowledge required to meet the diverse and complex needs of the people in my care.

Through the Linfield program I was able to work a thousand clinical hours. This provided me the opportunity to gain incredible clinical experience, visiting a wide variety of locations throughout the Portland area. I have developed a strong foundation in nursing concepts and principles including critical thinking, group dynamics, therapeutic communication, holistic care, and leadership. I think holistically and effectively within the healthcare team for health promotion and patient education, advocating for the patient's needs. In my three years of experience as a CNA I cultivated an understanding of teamwork within the setting of hospital patient care. I am comfortable communicating with culturally diverse patients and actively involved in patient-focused care in a versatile acute-care setting.

I believe the skills I have gained through my combined life-experience and education would play an essential role within your healthcare team. I am excited about the opportunity to work with ..... I appreciate your time in reviewing my application and resume and look forward to hearing from you.

Sincerely,

Name