



# PAULA SMITH, RN

9876 Pine Road • Some City, CO 56789

Phone: 555-432-1234 • Email: paulasmith@internetmail.com

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<Date>

<Organization Name>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

It is with great anticipation that I present my résumé to you for a position as a **Registered Nurse** with <Organization Name>. In addition to being in the healthcare profession for 15-years, I have also earned my Colorado licensure as a Registered Nurse, and completed a Bachelor of Nursing Degree in Community Health as well as a Bachelor of Science Degree in Biology.

As a compassionate and versatile individual, I have taken on the roles of Registered Nurse and Public Health Nurse; both of these positions have exposed me to a wide array of individuals, medical practices, and healthcare concerns. I believe I possess a broad knowledge base and a well-rounded set of skills. My areas of expertise include, but are certainly not limited to: life support services, ICU and CCU, medical assistance, intravenous therapy, emergency procedures and follow-up counseling, community health workshops, care plan development, and patient and family support.

Some of my greatest relevant accomplishments include:

- Providing in-service training: "How to Deal with Death and Dying and Help Grieving Family Members".
- Organizing a fundraiser that brought in more than \$650,000 to buy advanced technology for the hospital.
- Promoting [occupational health and safety](#) by implementing Health and Safety in the Workplace programs throughout the county.
- Offering emergency care and support as a member of the Victim Services Unit.

My goal is to establish a nurturing and supportive facility, which promotes quality of life. I seek to provide my patients with the best care, and will go the extra mile to make certain they remain happy and healthy. Furthermore, I communicate with family members on a regular basis to ensure they are provided with up-to-date information about their loved ones and are given the opportunity to consult with additional resources as necessary.

I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your medical institution. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Paula Smith

Enclosure