

# The Resume & Cover Letter Workbook for Dental & Healthcare Workers



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# CHAPTER 1: INTRODUCTION

## WHAT IS A RESUME AND HOW TO USE IT

A resume is a *marketing tool*. You *use it to sell yourself* to a company. It shows off achievements, attributes, strengths and culmination of expertise to show how you will add value to the organization. It never contains negative information or weaknesses. *The primary purpose of the resume is to obtain an interview.*

Use a Resume to...

- Respond to a job posting or ad
- Give an employer more information about you than the job application gives
- Send to a company for which you'd like to work
- Give to an interviewer so he or she will ask you about the achievements listed on your resume that you want to discuss.

# CHAPTER 2: BEFORE YOU START WRITING YOUR RESUME

## BRAINSTORM

- List everything you have done professionally and academically.
- List volunteer work, awards
- List awards or special recognitions

### *My List*

- *Soup Kitchen Volunteer - St. Anthony's Church 2011 -Present*
- *Nurse Extern, Methodist Hospital*
- *Environmental Services Specialist, Methodist Hospital 2011 - Present*
- *Nursing Assistant - Redbanks Nursing Home, 2009 - 2012*
- *Fluent in Spanish*
- *Perfect Safety Award 2011, Redbanks Hospital*

## REVIEW JOB POSTING OR JOB DESCRIPTION

If you don't have a job description or job posting, you can Google: "sample job description of (job title)".

- Highlight skills needed
- Highlight keywords used
- Compare your experience and education with the job requirements.

**RN (Medical) 36hrs week / 7p w/wknd rotation**

**Tracking Code**

8351

**Job Description**

Plans, directs and administers nursing care to patients during any stage of the adult life span. If children or adolescents are cared for on the Medical Unit, nurse-to-nurse consultation with the Pediatric Staff is utilized to address developmental/maturational needs. The specific patient population served is reflected in the scope of care and practice statement for the Medical Unit. This care is based on the physical, psychological, social, and spiritual needs, in coordination with the medical plan of care. Under indirect, remote, periodic supervision. Follows a daily assignment, sequencing work in order of importance using independent judgment based on the needs of the patient, observing established departmental and hospital policies and procedures.

**Required Skills**

- Requires knowledge formally gained in a school for the preparation of a Registered Nurse and must hold a current license in the state of Kentucky.
- Requires knowledge to practice nursing as described by the following definition: 'The diagnosis and treatment of human responses to actual or potential health alterations.'
- Able to utilize the nursing process in the provision of nursing care including but not limited to administering treatments and medications, interpreting diagnostic tests, formulating a plan of care, collaborating with other health care providers and providing education to patients and/or significant others.
- Will be required to pass competencies for this position.
- Must successfully complete the necessary components of the Medical staff nurse orientation program of Methodist Hospital.
- Requires either frequent, moderate physical exertion or occasional heavy physical effort as a routine part of job performance.

**Required Experience**

Previous related experience not necessary.

**Job Location**

Henderson, KY, US.

**Position Type**

Full-Time/Regular

Identify skills needed and your skills

## CHAPTER 3: RESUME GUIDELINES AND FORMATS

### APPEARANCE

- Is inviting and easy to read; not too much information
- Incorporates enough white space between sections to facilitate skimming
- Use actual numbers "10" instead of "ten". Using numbers rather than words cause the eye to pause while reading. This allows the reader's brain to absorb what you've written
- Present information uniformly and in alignment
- If you decide to use a template, customize it so that it reflects your individual style and contains specific information relevant to the position you are applying for.

### FONT

Uses appropriate Times Roman or Arial fonts between 10-12 pts. (font size)

## PAPER

- Use 8.5 x 11 paper.
- Use neutral color paper
- Print on one side only.

## LENGTH

Rule of Thumb:

- 1 PAGE – for those with less than 3 years' experience
- Up to 2 PAGES for those with 3+ years' experience

Everyone has heard the advice that you should keep your resume to one page. That is no longer true. Remember, the purpose of a resume is to sell you. If you need to go to two pages, go ahead. For those with publications, presentations, or speaking engagement, you could have a third page for an Addendum.

## RESUME WRITING STYLE

- Edit your core resume for each position
- Use keywords found in the position description
- Begin sentences or phrases with powerful action verbs. Watch your tenses!
  - Use Present tense verbs for current position
  - Use Past tense verbs for previous positions
- Avoid complete sentences – eliminate unnecessary or extra words such as *a, an, the*
- Avoid paragraphs as your important information will get lost in a paragraph
- Proofread and insure resume is free of spelling, grammatical, and typographical errors. (Don't count on your computer's spell check to catch everything. Do thoroughly proofread it at least once after printing it.)

## RESUME MISTAKES

- Use the word *RESUME* on the top
- Put a photo or any pictures on it
- List any "personal" info on it such as age, race, religion, health, marital status, children, hobbies, social security number, height, weight)
- List reasons for leaving
- List your salary history in the resume
- Use many different fonts or typeface styles
- State "References Upon Request" or list references
- Use personal pronouns such as I, me, my, our, or their
- Use "Responsibilities include..." or "Duties Include..." (we don't want your resume to sound like a job description) Remember, it's a sales brochure!
- Use inappropriate or unprofessional email address.
- Use your work email or phone number as contact information. Employers don't want to know you are using another employer's time to look for a position.

## RESUME FORMATS

### CHRONOLOGICAL

- Presents resume with most recent experience first
- Generally preferred by most HR and decision makers
- Used if majority of work experience/education relates to target position

**FULL NAME**  
Street Address  
City, State Zip

---

Home: 614.576.4825      email address      Cell: 614.390.6631

**REGISTERED NURSE**

Graduate nurse with knowledge and skills to perform solid patient care. Exceptionally good knowledge of advance technologies and medications. Meticulous regard for detail and accuracy with strong follow-through and administrative skills. Mountain composure, and make decisions in fast-paced, unpredictable and stressful environments. Interface seamlessly with doctors, specialized support services, patients and visiting families. Resourceful in perceiving and resolving problems.

**Core Competencies:**

- Direct Patient Care
- Charting & Patient Documentation
- Employee & Physician Relations
- Confidentiality Assurance
- Patient Teaching
- Diagnosis & Treatment Care Planning
- Patient & Family Communications
- Sound Decision Making
- Prioritize Workload
- Solid Computer Skills

**EDUCATION**

A.A.S. Nursing, Henderson Community College, Henderson, KY, May 2012 - GPA: 3.4

**CLINICAL ROTATIONS**

- St. Mary's Hospital - Pediatrics
- The Women's Hospital - Maternity/Nursery
- Evansville State Hospital - Psychiatric Nursing
- Methodist Hospital - Medical/Surgical, Telemetry, ICU

**PROFESSIONAL EXPERIENCE**

**XYZ Hospital, Location**      20XX - 20XX

Nurse Extrem

- Accountable for direct personal care of patients including dressing, bathing, feeding, oral hygiene, and elimination.
- Communicated with professional staff regarding pertinent observations concerning conditions of patients.

**ABC Nursing Home, City, State**      20XX-20XX

Nursing Assistant

- Assisted doctors and senior nursing staff in whatever task they required help
- Carefully read doctor's order and nurses' orders for patient and followed them thoroughly resulting in full compliance and quality patient care.
- Provided personal hygiene assistance to patients to reduce possible infections and increase patient morale.
- Constantly assessed patients in serious condition and reported to nurses on developments. Observed vital statistics as appropriate to keep patient records up-to-date.

Most recent experience first

2<sup>nd</sup> most recent experience 2<sup>nd</sup> and so on.

### COMBINATION/HYBRID

- Highlights skills or areas of expertise relevant to job requirements
- Provides chronological work history *after* highlighted accomplishments that employers prefer.
- Typically used for career changers

**Name**  
 Address • City, State Zip • XXX XXX XXXX • Email Address

---

**SUMMARY**

Highly motivated and driven professional seeking **Pharmaceutical Sales Representative** position to accelerate sales growth through effective product education and extensive relationship building.

- Good grasp of medical terminology and able to convey complex concepts in simple terms.
- Proven to provide solutions based on identified customer needs to increase customer loyalty.
- Strong customer service orientation as demonstrated by commendations earned while working for ABC Airlines.
- Confident, excellent public speaking skills, willing to work extended hours.

Strengths: Goal oriented • Persuasive skills • Communication

---

**RELEVANT EXPERIENCE**

**Sales**

- Utilized consultative sales approach to educate customers on service packages, emphasizing benefits and features.
- Employed suggestive selling strategy to maximize individual sales while selling travel packages to customers.

**Customer Service**

- Supported diverse needs of up to 140 - 150 passengers through responsive and attentive service.
- Responded to inquiries of up to 150 phone customers daily by resolving issues courteously and promptly.
- Determined special assistance needs of passengers such as small children, the elderly, or disabled persons ensuring their comfort and safety.

**Medical**

- Provided first aid and assistance in medical situations of passengers suffering from heart attacks, diabetic complications, and other medical conditions. Effectively communicated with medical professionals.
- Participated in annual training seminars to remain current on medical procedures.

**Communication**

- Communicated clearly with executives, colleagues, and customers as needed. Reassured passengers in calm and professional manner when situations such as turbulence were encountered.
- Presented and demonstrated safety and emergency procedures using humor resulting in passengers paying more attention to procedures.

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**WORK HISTORY**

Flight Attendant, United Airlines, Chicago, IL	2004 - 2009
Customer Service Representative, American Eagle, Chicago, IL	2001 - 2004

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**EDUCATION**

BS Business Administration, Indiana University, Bloomington, IN  
 Medical Terminology Certification, Ivy Tech Community College, Evansville, IN

Skills Are Highlighted Relevant to the Position

**FUNCTIONAL**

- Focuses on skills and experience.
- Eliminates work history.
- Typically use for those hiding gaps in their employment history
- Can be used for those with no experience at all, but chronological resume is preferred.

**Name**  
 Address • City, State Zip • XXX XXX XXXX • Email Address

---

**SUMMARY**

Highly motivated and driven professional seeking **Pharmaceutical Sales Representative** position to accelerate sales growth through effective product education and extensive relationship building.

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**EDUCATION**

BS Business Administration, Indiana University, Bloomington, IN  
 Medical Terminology Certification, Ivy Tech Community College, Evansville, IN



# CHAPTER 4: WRITING THE RESUME

## TYPICAL CHRONOLOGICAL FLOW:

- Header - Contact Information
- Summary
- Education\*\*
- Work Experience
- Optional Sections such as Military Experience, Volunteer Experience, Professional Development or Affiliations, Awards/Honors

\*\* For individuals who have been out of school for more than 3-5 years of experience, move your Education section below the work experience as your work experience now needs to stand out.

Below are the details of each of the sections listed above. Keep in mind these are only suggestions and every resume written is different.

## HEADER

<i>Address</i> <i>City, State Zip</i>	<b>FULL NAME</b> <i>Email Address</i>	<i>Home: (812) 555-5555</i> <i>Mobile: (812) 444-4444</i>
------------------------------------------	------------------------------------------	--------------------------------------------------------------

- Do not place "RESUME" at the top of the page.
- Use your full name
- Use a current address and phone number
- Place your name on the left and page number on the right on the 2<sup>nd</sup> page of your resume provided it goes on to a 2<sup>nd</sup> page.

<i>Name</i>	<i>2</i>
-------------	----------

## OBJECTIVES

Notice that there is not a section called "Objective" in the list above. Objective statements are outdated and have been replaced by a summary section. A well-positioned summary will inherently communicate your objective along with your knowledge, expertise, strengths and value you can add to the organization, therefore a separate objective statement is not needed.

## SUMMARY

Even though this section comes first on your resume, write it last. Writing the rest of your resume and identifying your achievements and skills will help you write this section. Below this section is a list of self-descriptive words to review and help you write a more professional summary. Sample summaries are in Addendum 1.

A Summary tells the reader "Who YOU are and what YOU can do". It has four elements:

1. Who are you professionally?
  - a. Your target job title and experience!
2. What are your functional/hard skills?
  - a. What you do well!
3. What are your strengths and abilities?
  - a. How you do things!
4. What type of contribution will you make?
  - a. How you will add value

Below are the elements with examples highlighted by italics:

1. Who are you professionally (job title)? *Examples: Registered Nurse, OB/GYN Nurse, Clinical Lab Technician, Medical Assistant, Practical Nurse*
2. Who are you professionally highlighting your experience including Industry experience?
  - a. *Recent college graduate with professional experience in various healthcare settings including....*
  - b. *Strong clinical knowledge combined with experience in medical and office environments.*
  - c. *Dedicated and patient-focused **Registered Nurse** with experience in acute care. Solid administrative and referral experience include admissions, assessment, treatment, referral, and education for broad range of patients.*
  - d. *Cheerful and detail-oriented Registered Dental Hygienist with education and experience in oral hygiene dental treatments.*
3. What are your functional/hard skills? What you learned on the job/volunteer work that relates to the target job that you do well.
  - a. *Exceptional capacity to multi-task; manage competing priorities with ease while delivering superior patient care.*
  - b. *Special expertise in patient management and making patients of all ages feel as relaxed and comfortable as possible, relieving any anxiety or tension they might have.*
  - c. *Outstanding interpersonal and communication skills; superior accuracy in patient history, charting, and other documentation.*
  - d. *Recognized for leveraging strong verbal and written communication skills to solve problems, improve patient morale, build teams, and ultimately improve patient care and increasing customer base.*
4. What are your strengths and abilities?
  - a. *Communicates effectively with diverse clientele utilizing sound judgment and self-motivation.*
  - b. *Ability to communicate medical issues with non-medical people.*
  - c. *A team player who is attentive to detail and produces quality results.*
  - d. *A self-starter and capable of effectively functioning with minimum supervision*
5. What type of contribution will you make? How will you add value?
  - a. *Known for positive self-motivation and “can-do” attitude.*
  - b. *Known for building constructive relationships with patients, family members, physicians, and other health professionals.*

#### **PROFILE**

Enthusiastic and fresh **Registered Nurse (RN)** with particular experience in mental health unit. Developed well-built psychiatric-assessment and treatment-planning skills through current internship at Houston Department of Corrections. Aptitude to stay peaceful in urgent situations. Intervene during emergency, facilitates groups and learning seminars, and collaborates on multidisciplinary teams. Demonstrated ability to build constructive relationships with patients, family members, physicians and other health professionals.

## REGISTERED NURSE

Graduate nurse with knowledge and skills to perform solid patient care. Exceptionally good knowledge of advance technologies and medicines. Meticulous regard for detail and accuracy with strong follow-through and administrative skills. Maintain composure, and make decisions in fast-paced, unpredictable and stressful environments. Interface seamlessly with doctors, specialized support services, patients and visiting families. Resourceful in perceiving and resolving problems.

### Core Competencies:

- Direct Patient Care
- Charting & Patient Documentation
- Employee & Physician Relations
- Confidentiality Assurance
- Diagnosis & Treatment Care Planning
- Patient & Family Communications
- Prioritize Workload
- Solid Computer Skills

### SELF-DESCRIPTIVE WORDS

Active	Determined	Independent	Realistic
Adaptable	Diplomatic	Logical	Reliable
Aggressive	Disciplined	Loyal	Resourceful
Alert	Discrete	Mature	Respective
Ambitious	Economical	Methodical	Self-reliant
Analytical	Efficient	Objective	Sense of humor
Attentive	Energetic	Optimistic	Sincere
Broad-minded	Enterprising	Perceptive	Sophisticated
Conscientious	Enthusiastic	Personable	Systematic
Consistent	Extroverted	Pleasant	Tactful
Constructive	Fair	Positive	Talented
Creative	Forceful	Practical	Will travel
Dependable	Imaginative	Productive	Will relocate

### EDUCATION

- List the type of degree you have or will receive your major, then the name of the school/college, then city and state.
- If you have received several degrees, list the highest degree first.
- If you are receiving or have received a college degree, it is not necessary to list your high school or GED education.
- It is not necessary to list higher educational institutions that you attended, but did not graduate from unless the credit hours you earned are relevant to the target position.

- List training, seminars, certifications.

If you are a new or recent graduate:

- List coursework or projects relevant to the position.
- List your GPA if it is 3.0 or higher.
- List their graduation year. After 3-5 years, remove to keep your resume ageless.

Education

A.A.S. Nursing, Henderson Community College, Henderson, KY 3.5/4.0 Spring 2012

EDUCATION

**B.S. Nursing**, University of Southern Indiana, Evansville, IN GPA 3.3/4.0

**A.A.S., Nursing**, Henderson Community College, Henderson, KY

**Relevant Coursework:** Psychology, Pharmacology, Field Techniques in Geoscience, Map Analysis, and Weather and Climate

**WORK OR PROFESSIONAL EXPERIENCE**

The Work Experience section is a summary of your work experience and accomplishments that focuses on the past 10-15 years. Work experience older than 15 should probably be eliminated. Why? If you haven't used the skills in the last 10-15 years, employers will typically think your skills are out-of-date or very rusty.

Describe your work experience even if it is not relevant to your target position because employers are looking for skills that are transferable, commitment, and responsibility. Include full-time and part-time employment. List volunteer experience if it relates to the job and that avoids a possible bias. We don't want anything in your resume to possibly offend a reader and thus eliminate your resume. Internships, co-op experience or externships should also be part of your work experience. Any experience that highlights your achievements and reflects well on you as solid candidate should be included.

Tips:

- Adapt your resume towards your target job.
- Write achievements that emphasize your hard and soft skills that are transferable to your target position.
- List your most important achievement first.
- List the company name, city and state, and the dates (in years) that you worked there.
- List only years. This gives your sales brochure a cleaner presentation. The Employment Application is the place for the details of your actual months/years of employment.

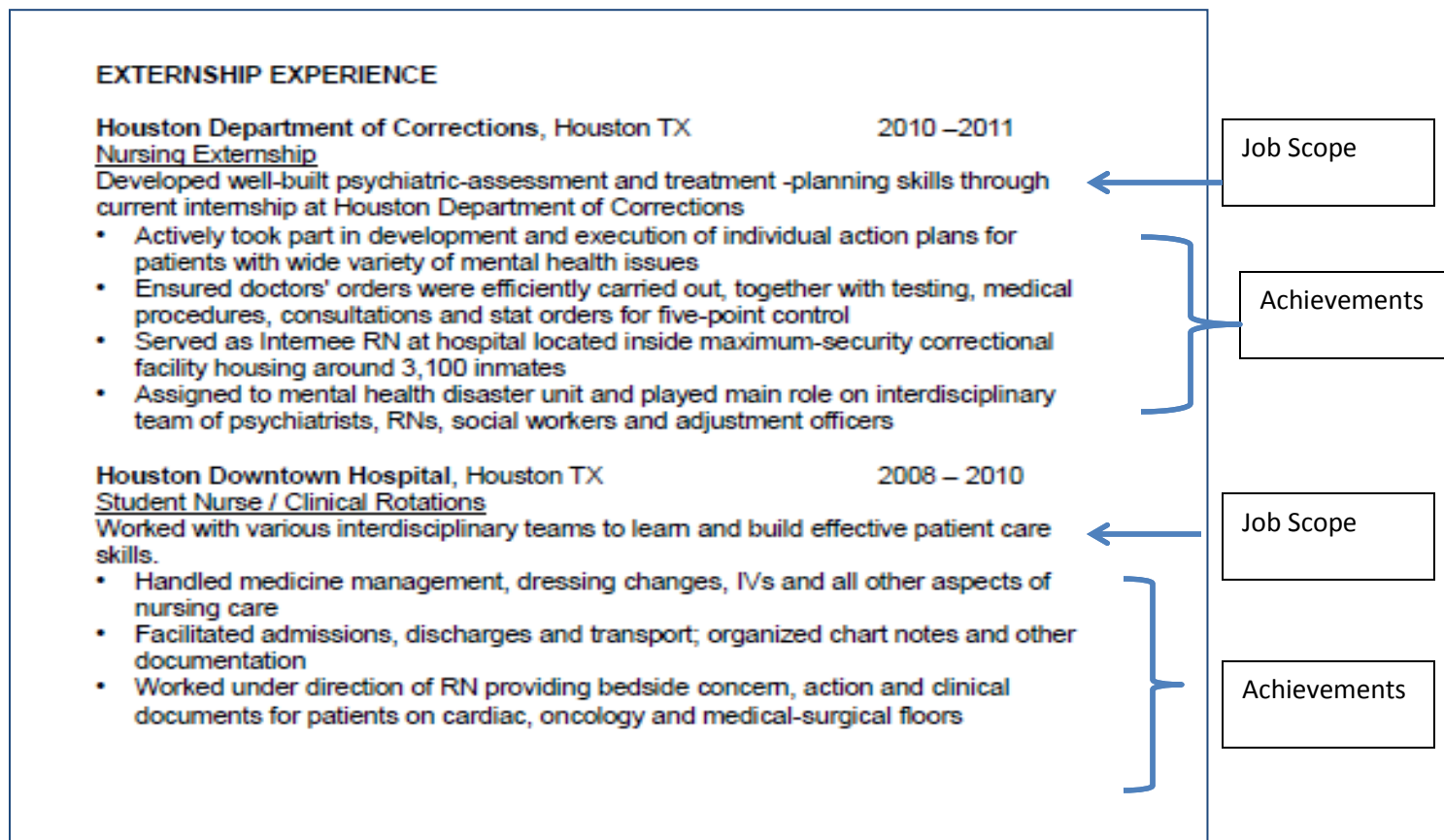
- A suggestion is to put your dates of employment on the right side of the page, so as not to give more emphasis to the dates. Readers read left to right and we want the most important information to go on the left. Dates are not as important as the Company and Job Title in your sales brochure.
- List your job title or job role, and then define it further with a job scope definition.
- Finally, you will list achievements using bullet points. Each achievement must start with a powerhouse action verb and have 2 elements:
  - ACTIONS – how you did the achievement
  - RESULTS – the outcome or why you did the achievement. Quantify your results if possible.
  - Rule of thumb: you should have 1 achievement for every year in a position.
- Numbers sell. Use numbers where ever you can. Instead of “trained employees” say “trained 5 employees”.

### *TRANSFERABLE SKILLS*

The National Association of Colleges and Employers (NACE) is a professional association that connects more than 5,200 college career services professionals at nearly 2,000 college and universities nationwide, and more than 3,000 HR/staffing professionals focused on college relations and recruiting. NACE has compiled the twenty (20) top personal qualities/skills that employers requested the most:

- |                                                   |                                             |
|---------------------------------------------------|---------------------------------------------|
| 1. Analytical Skills                              | 11. Leadership & Management Skills          |
| 2. Communication skills                           | 12. Motivation & Initiative                 |
| 3. Computer skills                                | 13. Organizational & Time Management Skills |
| 4. Creativity                                     | 14. Real Life Experiences                   |
| 5. Detail-oriented                                | 15. Self-Confidence                         |
| 6. Entrepreneurial skills/Risk taking             | 16. Strong Work Ethic                       |
| 7. Flexibility & Adaptability                     | 17. Tactfulness                             |
| 8. Friendly & Outgoing personality                | 18. Team Player (works well with others)    |
| 9. Honesty/Integrity                              | 19. Technical Skills                        |
| 10. Interpersonal Skills (relates well to others) | 20. Polite & Well-Mannered                  |

## Sample Experience Section



### HOW TO WRITE A JOB SCOPE:

The job scope is typically 1 – 5 lines that tell the reader what your overall responsibility was in the position. It defines your role. Always lead with an action verb (listed in a section below). Include your job dimensions, range, staff size, budget and reporting relationship, if it's relevant.

### HOW TO WRITE AN ACHIEVEMENT:

To set yourself apart from other candidates, you need to eliminate a list of responsibilities which are typically just job duties or actions you took. Instead you want write specific achievements for your positions. They demonstrate the "value" of your work to previous employers. Achievements have two elements:

**ACTIONS (what was done) + RESULTS (measurable outcome)**

What is more impressive?

**Responsibility:** Operated cash register

**Accomplishment:** Operated and balanced cash register (ACTION) with 100% accuracy (RESULTS).

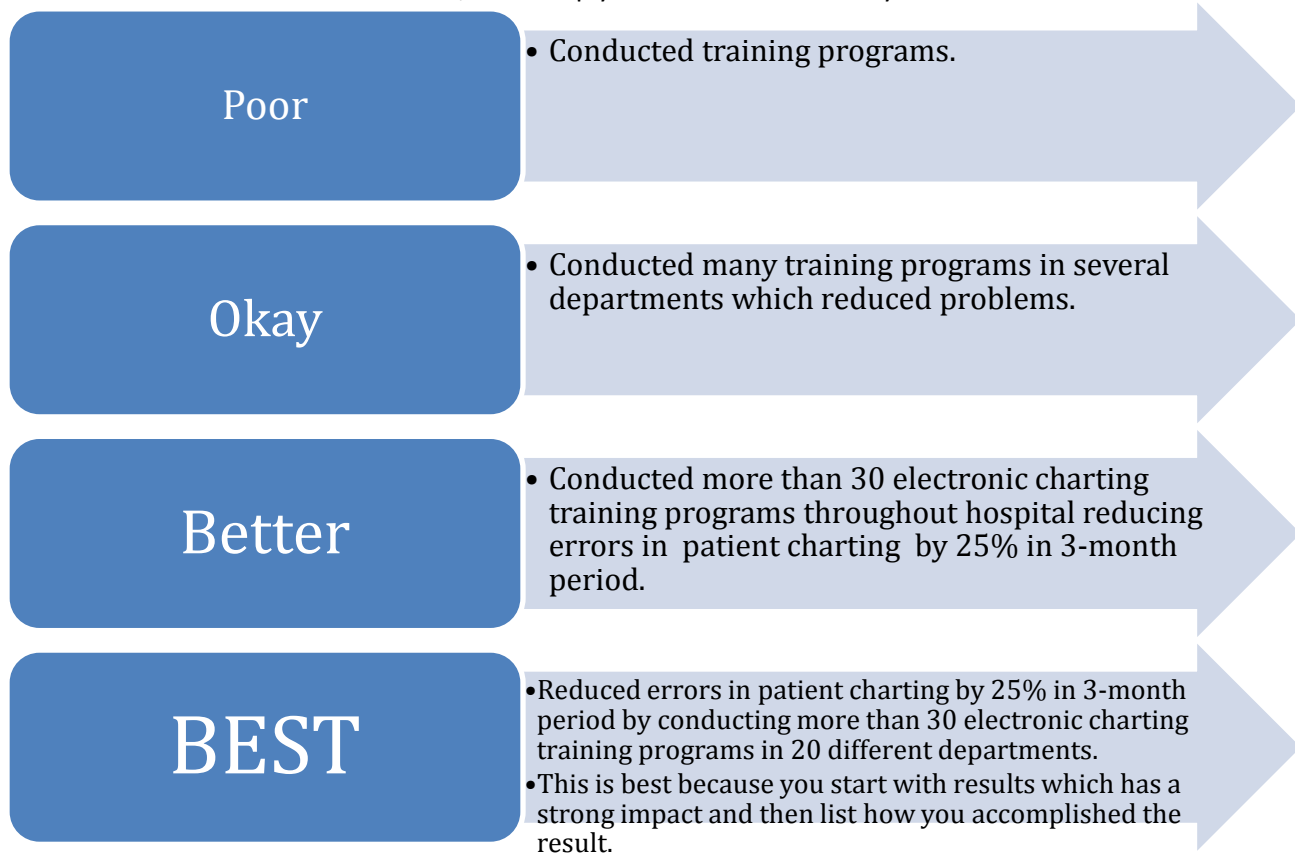
**Responsibility:** Designed maintenance programs.

**Accomplishment:** Designed and implemented preventative maintenance program (ACTION) that reduced equipment downtime by 20% and significantly increased order processing (RESULTS).

**Responsibility:** Volunteered at homeless shelter

**Accomplishment:** Increased employment rate of homeless clients by 20% (RESULTS) by advising and coaching clients on resume writing, job search strategies, and interviewing guidelines.(ACTIONS)

Achievements can be difficult to write, so to help you. Here's another way to look at it:



The BEST example starts with the RESULTS and ends with the ACTIONS taken. Remember, the most important information should start on the left as we read left to right.

Use the Powerhouse Action Verbs below to help you write your achievement. Your achievements should answer:

- How you did "X"
- Why you did "X"

Employers want to see how your achievements affect the bottom line of a company:

- How did you save the company money?
- How did you increase profits?
- How did you reduce costs or waste?
- How did you create efficiencies? Did you identify and/or implement a more efficient way of doing a procedure or something in the office?
- How did you save time or reduce downtime?
- How did you go above-and-beyond or go that extra mile at school t or work?
- How did you solve a major problem?
- How did you provide exceptional customer service? Did you have a reputation for handling certain difficult problems, situations or people?
- How did you bring in new customers/business?
- How did you reduce errors?
- How did you improve performance?

- How did you organize something?

## POWERHOUSE ACTION VERBS

- The words that you use to describe your experience, activities and other categories also convey the skills that you have developed and what you have to offer an employer.
- Using these powerhouse action verbs evoke confidence and authority and gets the employer's attention. Start each accomplishment statement (bullet point) with a powerful action verb like these:

accomplished	computed	established	instructed	produced	summarized
achieved	conceptualized	evaluated	integrated	programmed	supervised
acted	conducted	examined	interpreted	projected	surveyed
adapted	consolidated	executed	interviewed	promoted	systemized
addressed	contained	expanded	introduced	provided	taught
administered	contracted	expedited	invented	publicized	trained
advanced	contributed	explained	launched	published	translated
advised	controlled	extracted	interviewed	recorded	traveled
allocated	coordinated	fabricated	introduced	recruited	trimmed
analyzed	corresponded	facilitated	invented	reduced	upgraded
appraised	counseled	familiarized	launched	referred	validated
approved	created	fashioned	lectured	regulated	worked
arranged	critiqued	focused	led	rehabilitated	wrote
assembled	cut	forecast	maintained	remodeled	
assigned	decreased	formulated	managed	repaired	
attained	delegated	founded	marketed	represented	
audited	demonstrated	generated	mediated	researched	
authored	designed	guided	moderated	restored	
automated	devised	headed up	monitored	restructured	
balanced	diagnosed	identified	motivated	retrieved	
budgeted	directed	illustrated	negotiated	revitalized	
built	dispatched	improved	operated	saved	
calculated	distinguished	increased	organized	scheduled	
catalogued	diversified	indoctrinated	originated	schooled	
chaired	drafted	influenced	overhauled	screened	
clarified	edited	informed	oversaw	set	
classified	educated	initiated	performed	shaped	
coached	eliminated	innovated	persuaded	solicited	
collected	enabled	inspected	prepared	specified	
compiled	encouraged	installed	presented	stimulated	
completed	engineered	instigated	prioritized	streamlined	



composed	enlisted	instituted	processed	strengthened	
----------	----------	------------	-----------	--------------	--

## OPTIONAL SECTIONS

You can add one or several sections based on what you want the employer to know about you that “adds value” to your career objective or goal. Possible sections are:

- Special Skills
- Professional and Community Affiliations
- Honors and Awards
- Military Experience
- Honors

A word about Awards: For those individuals who have work experience that have won awards for their work. It is more impressive to show how you earned your award in the actual work experience rather than a separate “Awards” section.

### VOLUNTEER EXPERIENCE

Board of Directors, Student Representative, Henderson Community College	2011
Student Government Association Secretary/Treasurer, Henderson Community College	2011
Smoking Committee Co-Chair and Student Representative, Henderson Community College	2011
Student Engagement Team Student Representative, Henderson Community College	2011

### Professional Associations

Kentucky Nursing Association

### Honors

- Recognized for Outstanding Community Outreach, 2012
- Elected President, Student Government Association, 2011

### Special Skills

- Bilingual in Spanish and English
- Certified in CPR
- Expert in MediSoftware

## TIPS FOR A COMPUTER-FRIENDLY RESUME

If you are uploading a resume to a website or job search engine or into the body of an email create a plain text of your resume. A text resume is a version of your resume without formatting – without bullets, bold text, italicized text, tabs or elaborate fonts. Use these instructions to complete a text resume:

1. Open your resume in Microsoft Word.
2. Under file, choose "Save as" - you are going to create a new document out of the original resume document.
3. On the resulting screen, name your text resume in the space provided for "File name" and choose "plain text" in the "Save as type" option. If you encounter a warning screen, click "OK."
4. Close your formatted resume (Word). Find and open your new text document from the location where you saved it. You will note that it exists as a notepad (.TXT) document.
5. In text form, the resume will be without bold/underlined/italicized text, bullets and tabs. Without these elements, the resume is now closer to machine code and may be read as data.
6. To make the resume more easily legible, go under "Format" and choose the "Word Wrap" function. This will ensure that your words are arranged properly at the end of each line rather than being abruptly cut.
7. Scroll through your text resume and use the space bar and the "Backspace" and "Return" keys to shape your resume to your satisfaction. Be sure to eliminate any odd spacing that might have occurred during translation. While you cannot use formatting options like bold text or bullets, you can use asterisks for bullet substitutes and space to separate different sections and headings.

Sample resumes are in Addendum 2.

## CHAPTER 5: REFERENCES

A reference is someone who can and will vouch for your capabilities, skills, and suitability for a job. References can be your instructors, coaches in school or your managers or co-workers in your more recent paid or volunteer employment. Relatives and classmates are not appropriate references.

Your references play a critical role in helping you to move to the final offer, yet many job seekers don't give their full attention to this part of their references.

- Select your references carefully. Choose people who are interested, engaged, and will endorse your strengths and contributions enthusiastically.
- Choose the appropriate number of references. Choose 4-6 references that know you professionally and have worked with you in the past.
- ASK THERE PERMISSION *BEFORE* listing them as a reference. Approach your references and ask if they are willing to be a reference for you.
- Verify their contact information. Ensure you have their most current job title, company, and address. Ask what phone number and email that they prefer you publish on your reference list.
- Prepare your references to best represent you. Your references should be able to clearly articulate your value to a potential employer.
- Keep them informed of your search progress. Be sure to keep your references updated on your job search so they are continually prepared to speak on your behalf.
- Follow-up to find out if the reference was contacted and how it went

IMPORTANT NOTE: ***The reference sheet is NOT something you attach to your resume.*** It is only given to the employer when asked for references.

Sample Reference Sheet is on next page.

**NAME**

*Address*  
*City, State, Zip*

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*Home: (xxx)xxx-xxxx*

*email address*

*Cell: (xxx)xxx-xxxx*

**References**

Use the same "Header" used on your resume to maintain a consistent, professional appearance. Reference details should include:

Name  
Current Title (if employed)  
Current Company Name  
Address  
Anytown, Anywhere Zip  
Telephone number  
E-mail address  
Relationship to you (i.e. Former Supervisor, Former Customer, Former Vendor)

Name  
Current Title (if employed)  
Current Company Name  
Address  
Anytown, Anywhere Zip  
Telephone number  
E-mail address  
Relationship to you (i.e. Former Supervisor, Former Customer, Former Vendor)

Name  
Current Title (if employed)  
Current Company Name  
Address  
Anytown, Anywhere Zip  
Telephone number  
E-mail address  
Relationship to you (i.e. Former Supervisor, Former Customer, Former Vendor)

Name  
Current Title (if employed)  
Current Company Name  
Anytown, Anywhere Zip  
Telephone number  
E-mail address  
Relationship to you (i.e. Former Supervisor, Former Customer, Former Vendor)

# CHAPTER 6: COVER LETTERS

## PARTS OF A COVER LETTER

1. **INTRODUCTION:** The first paragraph tells why you are writing. It identifies the employer and position by name, and conveys how/where you found the job lead.
2. **YOUR MARKETABLE SKILLS:** The second section tells how your background, experience, and skills are related to the target job.
3. **YOUR “CALL TO ACTION”:** The third paragraph is your close: what do you want to happen next?

Dear Dr. Jones:

Introduction

I was pleased to find your advertisement in The Gleaner for the position of Pediatric Dental Assistant.

For your convenience I have included a point-by-point comparison of how my qualifications meet your stated job requirements.

Your Qualifications

- *Loves children.* My education and clinical experience have provided me with excellent patience in dealing with pediatric patients. I have experience working with all ages of children.
- *Strong Interpersonal and Communication Skills.* I communicate and build relationship quickly with patients and parents to deliver high quality oral care. I enjoy educating children on proper care of their mouth.
- *Computer Literate.* I'm highly proficient with using digital x-ray equipment, electronic charting, and MS Office.
- *Kentucky License in Good Standing.* I recently received my Kentucky license and it is in good standing.

Call to Action

There are other areas of accomplishment in my background that should be of interest to you. I look forward to meeting with you to discuss them further. If I do not hear from you with in the next week, I will call your office to follow-up on this exciting opportunity.

## CONSTRUCTING A COVER LETTER

- Always use standard cover letter protocol. Just because it's an email doesn't mean you should abandon standard business letter writing. Make sure to include a salutation (Dear Ms. Roth) and a standard closing (such as Sincerely or Yours truly). Leave blank lines between paragraphs. Avoid using emoticons, abbreviations, wild colors, etc.
- Take advantage of keywords. Use keywords pertinent to the job you are seeking, and focus on key industry buzzwords and critical skill sets.
- Don't waste your subject line. Don't ever leave the subject line of your email blank. Use the subject line to entice the reader into your cover letter. If you are applying to a specific position, mention the job title for easy reference.
- Justify your left-hand margins. Avoid indenting and other formatting devices because formatting is often altered in electronic transmission.

- Never hit “send” without thoroughly spell checking and proofreading your email cover note. Don’t just rely on your email software’s spellchecker. Take the time to really proofread it. A simple typo could undermine a brilliant cover letter.
- Be sure to test your message before sending it to the company. Even if you’re sure your letter is perfect, send it to a friend or another one of your e-mail accounts first and check for the content and style one more time.

Sample Cover Letters in Addendum 3:

# ADDENDUM 1: SAMPLE SUMMARIES

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## PROFILE

Enthusiastic **Registered Nurse (RN)** with particular experience in mental health unit. Developed well-built psychiatric-assessment and treatment-planning skills through current internship at Houston Department of Corrections. Aptitude to stay peaceful in urgent situations. Intervene during emergency, facilitates groups and learning seminars, and collaborates on multidisciplinary teams. Demonstrated ability to build constructive relationships with patients, family members, physicians and other health professionals.

---

## **CERTIFIED MEDICAL ASSISTANT**

CMA with experience in multi-physician family medical practice and additional healthcare experience as RPT. Known for dedication to providing premium patient care. Skills include:

<ul style="list-style-type: none"><li>• Medical Office Management</li><li>• Medical Billing &amp; Coding</li><li>• Medical Records Management</li><li>• Data Entry (75 WPM)</li></ul>	<ul style="list-style-type: none"><li>• Bookkeeping &amp; Filing</li><li>• Taking Patient Vitals</li><li>• Blood Draws</li><li>• Injections</li></ul>	<ul style="list-style-type: none"><li>• Patient Scheduling</li><li>• Ancillary Testing</li><li>• Patient Education</li><li>• HIPAA &amp; JCAHO Knowledge</li></ul>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

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## **Summary of Qualifications**

- **Registered Dental Assistant** with experience assisting with direct patient care. Special interest in pediatric patient care, with desire and willingness to learn other areas of dentistry.
  - Graduate of Dental Assistant program at University of Southern Indiana. CPR Certified.
  - Special expertise in patient management and making patients of all ages feel as relaxed and comfortable as possible, relieving any anxiety or tension they might have. Skilled working with special-needs patients.
  - Sound knowledge of clinical procedures and dental/medical terminology.
- 

Cheerful and detail-oriented **Registered Dental Hygienist** with education and experience in oral hygiene dental treatments, taking x-rays, preparing patients, sterilizing instruments, and setting up instrument trays, Communicates effectively with diverse clientele utilizing sound judgment and self-motivation. Strong customer service skills to handle difficult or emotional patient situations.

---

**Dental Assistant  
CPR Certified**

**General or Specialty Practice**

**Oral Surgery • Periodontics • Endodontics • Orthodontics**

Highly skilled, energetic, and flexible Dental Professional with experience in 4-handed dentistry, radiology, sterilization, laboratory and office duties. Adept at earning patient's trust and confidence. Demonstrated initiative and commitment, and proven asset to growing practice.

**Dental Skills Summary**

4-handed Dentistry  
Preventative Care  
Instrument Sterilization  
Diagnostic X-rays

Infection Control  
Oral Surgery/Extractions  
Emergency Treatment  
Prosthetics/Restorations

Teeth Whitening  
Casts/Impressions  
Root Canals  
Patient Education

---

**PROFILE**

Dedicated and patient-focused Registered Nurse with proven experience in acute care. Developed strong patient evaluation and treatment-planning skills through recent externships at tri-state hospitals and physician offices.

- Exceptional capacity to multitask: manage competing priorities with ease while delivering quality patient care.
- Solid administrative experience include admissions, assessment, treatment, referral, and education for broad range of patients.
- Outstanding interpersonal and communication skills; superior accuracy in patient history, charting, and other documentation

**Certifications and Proficiencies**

- Telemetry
  - Ventilator Care
  - Basic Life Support
  - AV Fistulas
  - ICU and CCU
  - Intravenous Therapy
  - Phlebotomy
  - ER Procedures
  - Med/Surg
  - Care Plan Administration
  - Patient/Family Education
  - NG/Sump and Peg Tubes
-



# ADDENDUM 2: SAMPLE RESUMES

## REGISTERED NURSE

### NAME

EMAIL ADDRESS

*Address*

*Cell: 270.XXX.XXXX*

*City, State Zip*

*Home: 270.XXX.XXXX*

### PROFILE

Enthusiastic and fresh **Registered Nurse (RN)** with particular experience in mental health unit. Developed well-built psychiatric-assessment and treatment-planning skills through current internship at Houston Department of Corrections. Aptitude to stay peaceful in urgent situations. Intervene during emergency, facilitates groups and learning seminars, and collaborates on multidisciplinary teams. Demonstrated ability to build constructive relationships with patients, family members, physicians and other health professionals.

### CORE COMPETENCIES

- Patient and Relatives Education
- Case Organization
- Patient Support
- JCAHO Standards/Compliance
- Patient Evaluation
- Medicine Administration

### EDUCATION/LICENSURE

**A.A.S. Nursing**, Henderson Community College, Henderson, KY, Fall 2011 GPA: 3.4

**Kentucky RN License**

### RELEVANT EXPERIENCE

**Kentucky Department of Corrections**, City, State

2011 - Present

Nursing Externship

Developed well-built psychiatric-assessment and treatment -planning skills through current internship.

- Actively took part in development and execution of individual action plans for patients with wide variety of mental health issues
- Ensured doctors' orders were efficiently carried out, together with testing, medical procedures, consultations and stat orders for five-point control
- Served as Internee RN at hospital located inside maximum-security correctional facility housing around 3,100 inmates
- Assigned to mental health disaster unit and played main role on interdisciplinary team of psychiatrists, RNs, social workers and adjustment officers

**ABC Hospital**, City, State

2010 - 2011

Student Nurse / Clinical Rotations

Worked with various interdisciplinary teams to learn and build effective patient care skills.

- Handled medicine management, dressing changes, IVs and all other aspects of nursing care
- Facilitated admissions, discharges and transport; organized chart notes and other documentation
- Worked under direction of RN providing bedside concern, action and clinical documents for patients on cardiac, oncology and medical-surgical floors

### AFFILIATIONS

Kentucky Nurses Association, Member 2011 - Present

## FULL NAME

Street Address  
City, State Zip

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Home: 614.876.4825

email address

Cell: 614.390.6631

## REGISTERED NURSE

Graduate nurse with knowledge and skills to perform solid patient care. Exceptionally good knowledge of advance technologies and medicines. Meticulous regard for detail and accuracy with strong follow-through and administrative skills. Maintain composure, and make decisions in fast-paced, unpredictable and stressful environments. Interface seamlessly with doctors, specialized support services, patients and visiting families. Resourceful in perceiving and resolving problems.

### Core Competencies:

- Direct Patient Care
- Charting & Patient Documentation
- Employee & Physician Relations
- Confidentiality Assurance
- Diagnosis & Treatment Care Planning
- Patient & Family Communications
- Prioritize Workload
- Solid Computer Skills

## EDUCATION

A.A.S. Nursing, Henderson Community College, Henderson, KY, May 2012 GPA: 3.4

## CLINICAL ROTATIONS

- St. Mary's Hospital - Pediatrics
- The Women's Hospital - Maternity/Nursery
- Evansville State Hospital - Psychiatric Nursing
- Methodist Hospital - Medical/Surgical, Telemetry, ICU

## PROFESSIONAL EXPERIENCE

### XYZ Hospital, Location

20XX – 20XX

*Nurse Extern*

- Accountable for direct personal care of patients including dressing, bathing, feeding, oral hygiene, and elimination.
- Communicated with professional staff regarding pertinent observations concerning conditions of patients.

### ABC Nursing Home, City, State

20XX-20XX

*Nursing Assistant*

- Assisted doctors and senior nursing staff in whatever task they required help
- Carefully read doctor's order and nurses' orders for patient and followed them thoroughly resulting in full compliance and quality patient care.
- Provided personal hygiene assistance to patients to reduce possible infections and increase patient morale.
- Constantly monitored patients in serious condition and reported to nurses on developments. Obtained vital statistics as appropriate to keep patient records up-to-date.

## LICENSED PRACTICAL NURSE

### Name

---

Address • City, State Zip • 270.xxx.xxx • Email Address

### LICENSED PRACTICAL NURSE

- Recent graduate with professional experience in various healthcare settings. Committed to the medical profession and to quality patient care, keeping needs of patients foremost in mind.
- Nursing style blends professionalism, capability and compassion to truly integrate patients' medical and emotional care within hospital, facility or home health environment. Communicates well with doctors, colleagues and patient families, insuring continuity of patient care.
- Knowledgeable in physician's office tasks, i.e., intake of histories, phlebotomy, EKG, vitals, injections and medical lab procedures. Able to assist physician with medical procedures and perform office functions: answer phones, schedule appointments, update charts, etc.
- Absolutely reliable and punctual with perfect school and clinical attendance record.
- Proficient in medical terminology, processes and equipment use.

### EDUCATION / CERTIFICATION

**Diploma, Practical Nursing**, Henderson, Community College, Henderson, KY 2012  
Anatomy • Physiology • Mental Health • Medical/Surgical

**Licensed Practical Nurse (LPN), State of Kentucky #XXXXXXXXXX**

### PROFESSIONAL EMPLOYMENT

ZBC Healthcare, City, State

20XX - Present

#### LICENSED PRACTICAL NURSE (LPN)

Provide nursing care for 60 bed skilled nursing facility. Supervise 5 CNAs.

- Provide nursing care in assigned area to meet identified patient outcomes. Utilize recognized nursing techniques, procedures and established standards as outlined within the scope of practical nursing and under the direction of a registered nurse.
- Operate medical equipment such as: G-tube pump, suction machine, O2 concentrator, nebulizers, pulse oximetry, Hoyer lift.
- Assist staff nurses with initial assessment of patients upon admission ensuring accurate charting.

LMNOP Nursing, City, State

20XX – 20XX

#### HOME HEALTH AIDE

- Established good rapport and assisted with all aspects of daily living for patients. Continually provided personal services such as personal hygiene, hair care to stimulate patient
- Interviewed new patients/families to understand their requirements and expectations
- Monitored vital signs, assessed change in status, and changed non-sterile dressings ensuring patient comfort and quality care.
- Utilized assessment skills to identify changes in patient's status and communicated observations to appropriate medical personnel. Informed family as to care changes necessary as patient's condition changed.

## MEDICAL ASSISTANT

### NAME

EMAIL ADDRESS

Address

Cell: 270.XXX.XXXX

City, State Zip

Home: 270.XXX.XXXX

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## MEDICAL ASSISTANT

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### Qualifications Profile

- ❖ Dedicated and results-oriented Medical Assistant with experience in diverse areas of phlebotomy, medical assisting, medical administration, and patient relations.
- ❖ Skilled in working with broad range of medical conditions, patient demographics, and level of acuity within medical environments.
- ❖ Significant exposure to venipuncture, specimen preparation, medical charting, EKG, and spirometry.
- ❖ Broad knowledge base relating to medical transcription, billing insurance / coding, medical office procedures, and pharmacology.
- ❖ Proven success sterilizing instruments, educating patients and families, managing wound care responsibilities, obtaining vital signs, and compiling medical histories.
- ❖ High level of proficiency relating to medical terminology.
- ❖ Adept in consulting with healthcare teams as well as physicians.
- ❖ Instrumental in providing exceptional level of care to all patients.

### Professional Background

#### **The Vascular Center, City, State**

*Medical Assistant*

Assisted 5 physicians and worked with diverse patient population on daily basis.

- Managed all facets of medical assisting associated with vital signs, chart entries, wound care, bandaging, Doppler ultrasound, and staple / suture removal ensuring documentation accuracy and quality care to patient
- Provided high level of support to patient and physician during laser surgeries ensuring patient was comfortable and relaxed.
- Provided answers to patient concerns regarding procedures, wound care, and billing/insurance.
- Prepared examination rooms and sterilized instruments resulting in increased efficiency.
- Performed medical administration functions including records management and file maintenance resulting in 100% accuracy for billing and insurance purposes.

### Education

**AAS, Medical Assisting**, Henderson community College, Henderson, KY

### Credentials

CPR / AED / First Aid Certification

**NAME**

**EMAIL ADDRESS**

*Address*  
*City, State Zip*

*Cell: 270.XXX.XXXX*  
*Home: 270.XXX.XXXX*

**CERTIFIED MEDICAL ASSISTANT**

**SUMMARY OF QUALIFICATIONS**

Compassionate and dedicated Certified Medical Assistant with sound understanding of technical support and medical duties. Known for being quickly learning by observing physician preferences and taking initiative to follow-through on these preferences without being instructed. Punctual. Build patient relations quickly by providing exceptional level of friendly and caring service.

- Medical Charting
- Medical Terminology
- Spirometer
- Pharmacology
- Specimen Preparation
- Medical Coding & Billing
- Medical Transcription
- Medical Office Procedures

**EDUCATION**

**AAS, Medical Assisting**, Henderson Community College, Henderson, KY 2011 GPA: 3.1/4.0

- Certificates Earned in Medical Office Administrative Assistant, Medical Office Clinical Assistant, and Medical Office Insurance Billing and Coding

**CERTIFICATIONS**

**Certified Medical Assistant**, American Association of Medical Assistance, 2011

**Certified CPR/AED**, American Red Cross, 2011

**PROFESSIONAL EXPERIENCE**

**Deaconess Clinic**, Morganfield, KY

**2011**

**Medical Assistant Extern**

Conducted externship at family practice clinic that included 3 physicians and 1 nurse practitioner

- Prepared exam rooms by insuring supplies were stocked and appropriate equipment was laid out for physician.
- Conducted pre-physician care on patients including obtaining vital signs, medical histories, and all electronic charting was current.
- Instructed patients on correct spirometer procedures to ensure quality results.
- Prepared prescription refills for doctor's approval and once approved, sent electronically to appropriate pharmacy.
- Administered medicines and injections to patients resulting in 100% painless satisfaction.
- Answered patient and family questions about medicines and at-home patient care to ensure patient/family fully understood directions.
- Assisted with administration of EKGs of patient as needed.
- Answered phones and sent calls to appropriate department.
- Instructed patients on proper procedure for collecting specimens. Prepared collected specimens for sending to laboratory.

**NAME**

**Address**

**Henderson, KY 42420**

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Cell 270.xxx.xxxx

Email: xyz@gmail.com

**SUMMARY**

Cheerful **Clinical Laboratory Technician** performing multiple tasks as once. Highly motivated and committed to delivering quality testing and analysis. Excellent ability to analyzing results and discrepancies. Strong interpersonal skills to calm patient fears. Disciplines include:

- Serology
- Urinalysis
- Coagulation
- Chemistry
- Phlebotomy
- Specimen Processing
- Hematology

**EDUCATION & PROFESSIONAL CERTIFICATION**

**AAS, Clinical Laboratory Technician**, Henderson Community College, Henderson, KY 2009  
GPA: 3.3/4.0

**American Society for Clinical Pathology (ASCP)** 2009

**PROFESSIONAL EXPERIENCE**

**Lab Services Group, Evansville, IN** 2009 - 2011  
*Phlebotomist/Lab Tech*

- Drew blood on nursing home residents as needed. Persuaded combative patients to allow blood drawing by spending some time with patients and providing quick and as pain-free as possible drawings.
- Performed urinalysis and various serology/hematology tests to insure quarantine measures were taken if needed and correct antibiotics were given
- Operated Protime, CBC, Chemistry, and Access machines for results. Analyzed accuracy of results and determined if reprocessing of test was needed. Sent approved results to medical staff with assurance of 100% accuracy.
- Contacted nursing staff of laboratory alerts immediately upon receiving panic results or out-of-range results.
- Collected and/or processed samples for clinical assessment including DNA.
- Checked inventory for clinical use and provided order information to manager.
- Verified functioning of instruments by checking and calibrating specific lab instruments to ensure results were accurate.

**Methodist Hospital, Henderson, KY** 2009  
*Student Clinical - Microbiology*

- Received specimens and cultivated in different mediums to provide correct antibiotic information to medical staff for patients.

**Methodist Hospital** (*cont'd*)

- Interpreted blood type results to ensure patient received correct type of blood in blood bank. Validated correct units to nursing staff to ensure 100% accuracy.

**Henderson Lab & X-ray, Henderson, KY**

2008

***Student Clinical-Hematology***

- Cheerfully interacted with patients to relieve apprehension and nerves resulting in more pleasant experience for patients.
- Processed and analyzed results of CBCs, ESR rates, Serum and Hemoglobin, and urinalysis to provide accurate information to medical staff.

## DENTAL HYGIENE/DENTAL ASSISTANT

### FULL NAME

Address  
Henderson, KY 42020

Email Address

Home: (270) 555-5555  
Mobile: (270) 444-4444

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### Summary

Detail-oriented and versatile Dental Hygienist with experience and education in oral hygiene dental treatments, taking x-rays, preparing patients, sterilizing instruments, and setting up instrument trays, Communicates effectively with diverse clientele utilizing sound judgment and self-motivation. Strong customer service skills to handle difficult or emotional patient situations.

### Education

**A.A.S., Dental Hygiene**, Western Kentucky Community & Technical College, Paducah, KY

GPA: 3.75/4.00 Anticipated graduation: May 2012

Member, Dean's List, 2010 - 2011

Member, Phi Theta Kappa, 2010 - 2011

**A.A.S., Dental Assisting**, Henderson Community College, Henderson, KY

### Experience

Dr. X, DMD, Western Kentucky Dental Clinic, Paducah, KY

**20XX - Present**

#### **Dental Hygienist**

Provide oral hygiene dental treatment such as radiographic surveys, periodontal and oral pathology screening, fluoride treatments and sealants and oral hygiene care and education to patients at the dental clinic of Western Kentucky Community & Technical College.

- Reduce patient anxiety and calm difficult or nervous patients by explaining procedures and address patient concerns as needed.
- Increase new patient business by asking each patient for one referral and distributing business cards.
- Advise patients on appropriate oral hygiene techniques and about good nutrition and its impact on their oral health to ensure patients have clear understanding.
- Maintain clean, sterile and cheerful environment where patients feel comfortable.
- Handle patient screening and dental charting with 100% accuracy.
- Obtain dental and pertinent medical history and/or records from patient to ensure patient records are accurate and updated with each visit.

Henderson Community College Dental Clinic, Henderson, KY

**20XX-20XX**

#### **Dental Assistant**

Assisted doctor with child and adult patients. Prepared dental materials like cements, amalgam, composite, impression materials, etc.

- Promptly followed all instructions from dentist to ensure patient comfort.
- Obtain dental and pertinent medical history and/or records from patient to ensure patient records are accurate and updated with each visit.



**Affiliations**

- Kentucky Dental Hygiene Association
- American Dental Hygiene Association

**Credentials**

- Kentucky Dental Hygiene State License, Kentucky State Board of Dentistry
- Certified Dental Assistant, Dental Assisting National Board
- CPR Certification, American Heart Association

## ADDENDUM 3: SAMPLE COVER LETTERS

**NAME**

**Street Address**

**City, State Zip**

---

---

*Home: (XXX) XXX-XXXX*

*email address*

*Cell: (XXX) XXX-XXXX*

Date

Person's Full Name i.e. Mr. Tom Jones

Title of Person

Company Name

Address

City, State, Zip

Dear Mr. Jones:

I was pleased to find your advertisement in *The Gleaner* for the position of Registered Nurse in your New Graduate RN program.

For your convenience I have included a point-by-point comparison of how my qualifications meet your stated job requirements.

- *Previous experience in hospital environment.* My education and experience have provided me with excellent knowledge acute patient care, family relations, and other relevant skills required to be an effective team member. Have had clinical rotations in ICU, Emergency, Medical/Surgical, Obstetrics, and Psychiatric.
- *Graduate from Accredited School of Nursing and Current State Licensure as an RN.* Graduated from Henderson Community College with a 3.6 GPA. Maintains a current KY state licensure
- *Ability to maintain confidentiality.* Proven track record maintaining patient confidentiality in compliance with HIPPA and JACHO regulations.

My strong initiative and organizational skills, combined with my ability to work under stressful conditions, will enable me to make a substantial contribution to Methodist Hospital.

There are other areas of accomplishment in my background that should be of interest to you. I look forward to meeting with you to discuss them further. If I do not hear from you with in the next week, I will call your office to follow-up on this exciting opportunity.

Sincerely,

*Signature in Black Ink*

Name

Enclosure

**NAME**

**Street Address**  
**City, State Zip**

---

*Home: (XXX) XXX-XXXX*

*email address*

*Cell: (XXX) XXX-XXXX*

---

Date

Person's Full Name

Title of Person

Company Name

Address

City, State, Zip

Dear Ms. Last Name:

I was pleased to find your advertisement in *The Gleaner* for the position of Registered Nurse in your New Graduate RN program. I will be graduating from Henderson Community College in May with an AAS in Nursing. I am expecting to take and pass the NCLEX-RN licensure exam in May as well.

I have enjoyed my clinical rotations at your hospital and my past experience as a student nurse extern has given me the confidence I need to care for patients and the ability to collaborate with other healthcare professionals. While working in medical-surgical and ICU units, I gained a solid foundation in nursing skills and technique, prioritization of care, and communication skills. These skills, coupled with my compassion, patience, and patient services, are what I offer as a new graduate RN.

There are other areas of accomplishment in my background that should be of interest to you. I look forward to meeting with you to discuss them further. If I do not hear from you within the next week, I will call your office to follow-up on this exciting opportunity.

Sincerely,

*Signature in Black Ink*

Name

Enclosure

## FULL NAME

Address  
Henderson, KY 42020

Email Address

Home: (270) 555-5555  
Mobile: (270) 444-4444

---

---

Date

Person's Full Name  
Title of Person  
Company Name  
Address  
City, State, Zip

Dear Dr. Last Name:

I was pleased to see your advertisement for a Dental Hygienist in *The Gleaner* on February 24 because it appears to be a very close match with my skills and experience. For your convenience, I have included a point-by-point comparison of your stated requirements with my qualifications.

### Your Requirements

Love working with children

Strong interpersonal and communication skills

Computer literate

IN dental hygiene license in good standing

### My Qualifications

Currently work for a pediatric dentist and relate well to all ages of children.

Ability to communicate and build relationship quickly with patients and parents to deliver high quality oral care. Enjoy educating children on proper care of their mouth.

Highly proficient with using digital x-ray equipment, electronic charting, and MS Office.

Recently received the IN Dental Hygiene licensure and it is in good standing.

There are other areas of accomplishment in my background that should be of interest to you. I look forward to a personal meeting at which I might discuss them with you. If I do not hear from you within the next week, I will call you to follow up.

Sincerely,

*Signature in Black Ink*

Full Name

Enclosure