

# LINFIELD COLLEGE



## Nursing Resume & Cover Letter Packet

Compliments of Linfield College - Portland Campus  
Office of Student Services and Nursing Alumni



Linfield College 2255 NW Northrup, Portland, OR 97210

Nursing & Health Sciences

Have Questions? Contact Lisa Burch, Director of Student Services, at [lburch@linfield.edu](mailto:lburch@linfield.edu) or 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 while a **RESUME** is a document you hope to use over and over again, it is a single document that gives a broad-based overview of your career.

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 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:

- [www.aftercollege.com/career-networks/linfield-college/school-of-nursing/](http://www.aftercollege.com/career-networks/linfield-college/school-of-nursing/)
- [www.nurseresumebuilder.com](http://www.nurseresumebuilder.com)
- [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 center 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** **144 hours**  
Oncology experience; assess conditions and administer appropriate interventions; prioritize patient care, competent interdisciplinary communication regarding patient status and care.
- **Stewardship of the Community: PeaceHealth Southwest Medical Center** **84 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** **84 hours**
- **Mental Health Nursing: Faulkner Place-secure step-down facility** **126 hours**
- **Community Health: Housing Authority of Portland-Williams Plaza** **84 hours**
- **Nursing Foundations: Highland Terrace Nursing Home** **84 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 within a team to identify student needs and address issues by utilizing resources.
- Nursing Faculty Development Committee** **Date**  
-Student Chair: 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**

# 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* – GPA *insert GPA*

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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.

**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.

**Salem Hospital** – I am currently beginning my practicum at Salem Hospital Family Birth Center in labor and delivery.

**Other Experiences** – Emmanuel Hospital – postpartum mother/baby care and assistance in labor & delivery. Healthy Start, Clackamas County – aided CSWs in mother/baby care and instruction for at risk mothers in their homes. Oregon State Hospital – assisted mental health nurses and psychiatrics in interviewing and evaluating patients. Leadership rotation at Salem Birth Center – performed research for Katrina Davis, preceptor, to aid in revising and writing new policy.

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## WORK EXPERIENCE

**Interludes Travel** – 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**

Magna Cum Laude, GPA 3.942

**Expected graduation:** Date

**Linfield College** - McMinnville, OR

Pre-Nursing

Date

## Nursing School Clinical Experience

<b>Senior Practicum</b> (in progress)	Legacy Emanuel	Family Birth Center	168 hours
<b>Stewardship in the Community</b>	Willamette Valley Medical Center	ICU	84 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>Clinical Nursing Skills</b>	Marquis Care at Vermont hills	Long Term Care	84 hours
<b>Mental Health</b>	Arbor Place	Residential Facility	126 hours
<b>Family/Community Health</b>	Salem Hospital	CHEC	84 hours
<b>Fundamentals of Nursing</b>	Robison Jewish Health Center	Long Term Care	84 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 College School of Nursing Date

- Outstanding academic achievement for Date

# Name

Cell:  
Email

## SUMMARY

Ambitious and compassionate 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 (Cumulative GPA: 3.69)      Date  
Linn Benton Community College, Albany, OR      Date  
Certified Nursing Assistant; Mennonite Village, Albany, OR      Date

## CLINICAL EXPERIENCE

966 total clinical hours:

- 168- Senior Practicum: Kaiser Sunnyside Medical/Surgical (Stroke and Telemetry)
- 84- Management: Legacy Emanuel Children's Services
- 126- Acute Care: Providence St. Vincent Medical/Surgical (Telemetry)
- 126- Mental Health: Portland Oregon State Hospital
- 84- Maternal-child Health Challenges: Kaiser Sunnyside
- 126- Chronic care: Town Center Village
- 84- Clinical Nursing Skills: Vermont Hills
- 84- Community Health: Oregon Adult Immunization Coalition
- 84- Socialization and Foundations of Nursing: 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

*Prestige Care Inc*, Vancouver, WA,      Date  
Work as an agency CNA, ensuring high quality of care to all patients  
Improve health in both skilled rehab and long term settings

*Timberview Care Center*, Albany, OR,      Date  
Worked as a CAN, ensuring high quality of care to all patients  
Improve health in both skilled rehab and long term settings

*South Albany Community Church*, Albany, OR,      Date  
Worked as a receptionist and office assistant  
Strong customer service skills and commitment to all staff and visitors

*Sears*, Albany, OR,      Date  
Worked independently as a cashier while being a part of a retail team  
Strong customer service skills and commitment

# Name

Phone – Address - Email

## EDUCATION

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

## CLINICAL EXPERIENCE

NURS 419/Senior Practicum: Peace Health Southwest Hospital, Intensive Care Unit (168 hrs)

NURS 416/Stewardship of the community: Peace Health Southwest, SIM/Education Department (84 hrs)

NURS 318/Maternal & child health: Legacy Emmanuel Children's Hospital, medical unit (84 hrs)

NURS 316/Life threatening health challenges: Kaiser Permanente neuro/telemetry medical unit (126 hrs)

NURS 313/Adapting to health challenges: Coffee Creek Correctional Facility, women's health (126 hrs)

NURS 311/Clinical nursing skills: Marquis Mt. Tabor, geriatric health (84 hrs)

NURS 213/Family & public health: Rose Apartments, women's health (84 hrs)

NURS 206/Society & mental health: Oregon Health & Science University, psychiatric unit (126 hrs)

NURS 106/The helping role of the nurse: Highland Terrace, geriatric health (84 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/Extencicare, 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 ADL's; feed, bathe and groom, take vital signs
- Observe patients, report changes in condition and responses to treatment to charge nurse

# 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 Graduating GPA:

## **CLINICAL EXPERIENCE:**

**Peace Health Medical Center: Emergency Department (*in process*)** | 168 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. I also assisted with intubations, and cardioversions.

**OHSU Partnership Project: HIV RN Case Management** | 84 hours | Date | Stewardship of the Community

**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

**Milwaukee Convalescent- Long-Term Care** | 84 hours | Date | Nursing Skills

**Hillsboro, OR Community: Community Services** | 84 hours | Date | Family Health

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

**Maryville Nursing Home: Long-Term Care** | 84 hours | Date | Nursing Foundations

## **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

PROFILE: Strong analytical skills; adept at assessing conditions and administering interventions.  
Resourceful problem solver able to implement solutions.  
Ability to remain calm and professional throughout critical situations.  
Effective rapport builder with clients, families and staff.

## CLINICAL EXPERIENCE:

Good Samaritan Hospital	Med-Surg	Senior Practicum	144 hours
Vancouver VA Medical Center	Skilled Nursing	Stewardship of the Community	84 hours
St. Vincent Hospital	Med-Surg	Acute Care	126 hours
St. Vincent Hospital	Labor & Delivery	Maternal-Child Health	84 hours
Maryville Nursing Home	Skilled Nursing	Chronic Care	126 hours
PACS Clinic	Outpatient Services	Community Health	84 hours
Operation Nightwatch	Outpatient Services	Mental Health	126 hours
Maryville Nursing Home	Long-Term Care	Nursing Foundations	84 hours

EDUCATION: Bachelor of Science in Nursing, Date  
Linfield College – Good Samaritan School of Nursing, Portland, OR

MEMBERSHIP: Sigma Theta Tau Honor Society of Nursing  
National Student Nurses Association  
Nursing Students Without Borders

## EMPLOYMENT:

Date – Date	University Place Restaurant Server	Portland, Oregon
Date – Date	Kartini Clinic Medical Assistant/Receptionist	Portland, Oregon
Date – Date	Local Laborers Union #296 Intel Cleanroom Technician	Portland, Oregon
Date – Date	Dosha SalonSpa Concierge/Assistant Spa Manager	Portland, Oregon

REFERENCES: Available upon request.



# 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 continued education opportunities.

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## NURSING EDUCATION

**Bachelor of Science in Nursing** Linfield Good-Samaritan School of Nursing, Portland, Oregon.  
Graduation Date, G.P.A. 3.4

### ❖ Clinical Rotations:

Silverton Hospital	Medical/Surgical Unit	Senior Practicum	168 hrs
Meridian Park Hospital	Surgical Specialties	Leadership/Management	84 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	84 hrs
Elder Resource Alliance	Extension of Friendly House, Inc.	Community Health	84 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  
Completed Date, G.P.A. 3.50

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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 450 Trauma class 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 Date**

Linfield-Good Samaritan School of Nursing, Portland, OR

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

University of Oregon, Eugene OR

## CLINICAL EXPERIENCE

**Senior Practicum-** Maternity/Labor and Delivery “Birthplace”, Willamette Falls Hospital (144 hours)

**Leadership-** Oncology Medical-Surgical Services, Kaiser Sunnyside Medical Center (84 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)

**Clinical Nursing Skills-** Skilled Nursing Facility, Robison Jewish Nursing Center (84 hours)

**Community Health-** Geriatric Home Health (84 hours)

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

**Fundamentals-** Skilled-Nursing Facility, Marquis Mt. Tabor Site (84 hours)

## WORK EXPERIENCE

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

**Alvord Taylor Inc.-**Life Skills Instructor to Developmentally Challenged Adults, Eugene OR, 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—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). Also admitted and discharged patients.

### **Good Samaritan Hospital, Renal Unit—Date**

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

### **Emanuel Hospital, Pediatric Unit—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, Stewardship—Date:** Shadowed OR Nurse Manager, attended management meetings, and assisted with auditing projects.

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

**Crestview Nursing & Rehabilitation Center, Chronic Care—Date:** Functional health assessments.

**Western Farm Workers, Community Health—Date:** Taught poisonous plant precautions.

**St. Vincent's Hospital, Labor & Delivery—Date:** Cared for labor/postpartum moms and newborns.

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

**Friendship Health Center, Long-term Care—Date:** Assessments, wound treatment.

**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 Koplak 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 College – Good Samaritan School of Nursing**      *Dates*  
Bachelor of Science in Nursing

**Uppsala University – Uppsala, Sweden.**      *Dates*

**University of Oregon – Biology Major**      *Dates*

**Clinical Rotations:**

- Senior Practicum – Legacy Good Samaritan 4C/3NW – 168 hours
- Leadership/Stewardship of Nursing, Legacy Good Samaritan 4C/3NW – 84 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
- Clinical Nursing Skills, Friendship Health Center – 84 hours
- Community Nursing, Rosewood Family Clinic – 84 hours
- Psychiatric Nursing, Faulkner Place – 126 hours
- Clinical Nursing Skills, Robison Jewish Health Center – 84 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

**PROFESSIONAL SUMMARY**Clinical Rotations

**Date - Date**     **Senior Practicum:** location to be determined (168 hours)  
**Date - Date**     **Nursing Leadership/Management:** Multnomah Country Health Department (84 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:** Keizer Hospital, Sunnyside, Clackamas, OR (126 hours)  
**Date - Date**     **Clinical Skills:** Marquis, Portland OR (84 hours)  
**Date - Date**     **Psychiatric/Mental Health Nursing:** Macdonald Center & Downtown Chapel, Portland OR (126 hours)  
**Date - Date**     **Community Nursing:** Salvation Army, White Shield, Portland OR (84 hours)  
**Date - Date**     **Clinical Nursing Skills:** Marysville Nursing Home, Beaverton OR (84 hours)

**HONORS**

Sigma Theta Tau (International Nursing Honor Society)  
 Dean's List, Linfield Good Samaritan School of Nursing, Fall Date  
 Ford Restart Scholarship Recipient, 2007-current  
 Phi Theta Kappa, Portland Community College, Portland, Date - Date

**EXPERIENCE**

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

**Work Study** Date - Current  
 Kathy Kinderman, Linfield Nursing School, Portland, OR

**International Liaison, FIRE (Friends for International Relief & Education)** Date - Date  
 Thailand

**Instructional Assistant for Special Education Department** Date - Date  
 Parkdale School, Parkdale, OR

**Starbucks Coffee** Date - Date  
 Various location (Virginia, Oregon)

**Civilian Military Chaplain** Date - Date  
 NAS, Pensacola, FL

**EDUCATION**

**Linfield School of Nursing**, Portland Campus, Portland, OR Date - Current  
 Graduation May 2010 with BS in Nursing, Current GPA: 3.72

**Doula training**, Hood River, OR Date

**Portland Community College**, The Dalles Campus, OR Date - Date

**EMT training and volunteer** Date - Date  
 Virginia Beach, VA

**FIRE school & Overseas Training program**, Pensacola, FL Date - Date  
 TESOL (Teaching English as a Second Language) Certificate, AA in Cross-Cultural Communication

**Oregon State University**, Corvallis, OR Date - Date

**COMMUNITY SERVICE & PROFESSIONAL EXPERIENCE**

- Currently working part-time as a Certified Nursing Assistant in a rural hospital in Washington.
- 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 the tsunami site with the emergency/medical teams for 3 months (December-March Date).
- Rebuilt homes and workplaces for Thai people in locations brutally hit with the tsunami.
- Provided women's exams on a regular basis to the female prostitutes in Southern Thailand.
- Worked on a project to provide better access and education for visitors and family members of AIDS victims to be with them in 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, and as an exploratory for future humanitarian aide.
- 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 aide providing basic levels of care to patients.

**REFERENCES ON REQUEST**

# Name

Address  
Address

Phone  
Email

**Objective** To obtain a position as an RN in an acute care setting.

**Education** Linfield College Portland, Oregon Date - Date  
**Bachelors of Science in Nursing**

Portland State University Date - Date  
**Pre-Nursing, Biology**

## Clinical Experience

**Leadership:** Clinical Practice Support, Legacy Emmanuel Hospital  
(84 hours).

**Acute Illness:** Inpatient Oncology, Providence St. Vincent's Hospital  
(126 hours).

**Chronic Illness:** Hematology-Oncology, Oregon Health Sciences University  
(126 hours).

**Maternal/Child Health:** Wilcox Women's Pavilion, Good Samaritan Hospital  
(84 hours).

**Clinical Nursing Skills:** Skilled Nursing Facility, Vermont Hills  
(84 hours).

**Community/Family Health:** Family Health Clinic, Portland Adventist  
Community Services (84 hours).

**Mental Health:** Adult Behavioral Health 4E, Good Samaritan Hospital  
(126 hours).

**Fundamentals:** Skilled Nursing Facility, Maryville Nursing Home  
(84 hours).

**Work Experience** **Gales Creek Camp, Banks, Oregon** Date - Date

### Student Nurse

Supervised medication administration, gave insulin injections, taught self- injection technique to young campers and provided basic first-aid.

**Legacy Health Systems, Portland, Oregon** Date -Date

### Admitter

Greeted, interviewed and registered patients, arranged for admission to the hospital, obtained and recorded pertinent identifying insurance information, provided HIPAA information and collected appropriate co-pays or deposits.

**VGMHC, Hillsboro, Oregon** Date - Date

### Medical Assistant

Provide direct assistance to the physician as well as performed duties requested by the executive director, medical and nursing supervisor.

## Activities and Achievements

- Cameroon Health Promotion Trip, January Date
- American Cancer Society Volunteer and Activist, Date - Date
- Sigma Theta Tau International Honor Society, Inducted, Date
- Peterson/Lloydena-Grimes Nursing Scholarships, Date - Date
- Commencement Fundraising Committee, Date - Date
- National Association of Hispanic Nurses, Portland Date - Date
- Deans List, Portland State University, Spring Date - Date

**References** Available Upon Request.

# Name

Address  
Email  
Phone

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## Education

Linfield College, *Date - Date*  
Bachelor of Science, Nursing, *Graduation: May, Date*  
GPA 3.6  
Oregon State University, *Date - Date*  
Pre-Nursing  
University of Queensland, Australia, *Date*  
Semester of Study Abroad

## Student Nursing Experience

### In-Progress:

**Senior Practicum:** Pediatric Acute Care, Doernbecher Children's Hospital (DCH), *168 hours*

### Completed:

**Leadership/Management:** Pediatric Acute Care, DCH, *84 hours*  
**Acute Illness:** Cardiac Progressive Care, Legacy Good Samaritan Hospital, *96 hours*  
**OR/Surgery:** OR/PACU, Legacy Good Samaritan Hospital and DCH, *24 hours*  
**Maternal/Child Health:** Pediatric Acute Care, DCH, *76 hours*  
**Chronic Illness:** Homecare, Children's Nursing Specialties, *98 hours*  
**Clinical Nursing Skills:** Skilled Nursing Facility, Maryville Nursing Home, *78 hours*  
**Mental Health:** Adult Psychiatric Care, Oregon Health & Science University, *126 hours*  
**Community/Family Health:** Rosewood Family Health Center, *72 hours*  
**Fundamentals:** 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

Name	Phone

**Name**Address  
AddressPhone #  
Email**Objective**

An acute care nursing internship within the Legacy Health System

**Clinical Experience**

<i>Date</i>	<i>X hrs</i>	Fundamentals: Cascade Terrace Nursing Center
<i>Date</i>	<i>X hrs</i>	Mental Health: The McDonald Center/ Rose Haven
<i>Date</i>	<i>X hrs</i>	Community Health: Immigrant Refugee Community Org. (IRCO)/ Cherry Blossom Sr. Ctr
<i>Date</i>	<i>X hrs</i>	Maternity/ Labor & Delivery: Sunnyside Kaiser
<i>Date</i>	<i>X hrs</i>	Chronic Health: Legacy Good Samaritan, Rehab Institute of Oregon (RIO)
<i>Date</i>	<i>X hrs</i>	Surgical Nursing: Providence St. Vincent's Hospital
<i>Date</i>	<i>X hrs</i>	Stewardship/ Leadership: Providence Elder Place
<i>Date</i>	<i>X hrs</i>	Senior Practicum: Legacy Emanuel TRACU

**Related Employment**

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

- Provided high quality care to children, ages 0-14 yrs
- 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**, Ellen Spano and Jim Coyle, Maplewood, NJ, *Date*

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

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

**Education**

B.S.N., Linfield College, Nursing major, Portland, OR, graduation *Date*  
 B.A., University of Oregon, Spanish major, Eugene, OR, *Date of graduation*

**Membership**

Sigma Theta Tau (Nursing Honor Society)  
 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 College School of Nursing, Portland, OR  
Bachelors of Science in Nursing, May Date

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**CLINICAL EXPERIENCE**

- Senior Practicum:** Med-Surg Unit, Portland VA Medical Center, Ward 9D (144 hours)
  - Leadership:** Nursing Professional Services & Infection Control, Portland VA (84 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)
  - Clinical Nursing Skills:** Skilled Nursing Facility, Marquis Company, Wilsonville (84 hours)
  - Community & Family Health:** Public Housing, HAP apartment complex, (84 hours)
  - Mental Health:** Behavioral Program, SW Washington Medical Center, ADAPT Program (126 hours)
  - Fundamentals:** Skilled Nursing Facility, Robison Jewish Health Center (84 hours)
- 

**WORK & VOLUNTEER EXPERIENCE**

- May Date Linfield Student Walk to Support the National Alliance on Mental Illness
  - 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)
- 

**ACTIVITIES & ACHIEVEMENTS**

- Sigma Theta Tau International Nursing Honor Society
  - 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
- 

**CERTIFICATIONS & LICENSURE**

- RN- BSN, pending NCLEX exam, anticipated late June Date
  - ACLS, anticipated mid July Date
  - Healthcare Provider Basic Life Support CPR & AED
- 

**REFERENCES** Available upon request

# NAME

Address

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, emergency care and begin establishing the basis for higher education.

## Character Profile:

- Possess strong interpersonal relationship skills used to develop rapport with clients, family and peers
- Relates well with people of foreign culture
- Able to speak multiple languages including Chinese, English and some Spanish
- Has ample knowledge in pain / stress relieving methods, such as basic massage therapy
- Has good assessment and intervention skills, and is a capable problem solver
- A willing leader, who is prepared to share his vision with others to advance the prominence of the unit

## Current Experience:

Linfield College School of Nursing – Portland, OR

Date – Present

Student Nurse

*Clinical Sites*

- Nursing 106 – Marquis Care @ Mt. Tabor
- Nursing 206 – Lifeworks NW Children’s Day Treatment Center
- Nursing 213 – Portland Impact Adult Community Center
- Nursing 316 – Providence St. Vincent Cardiac Recovery Unit
- Nursing 318 – Legacy Emmanuel Maternity, Labor and Delivery, and Postpartum Unit
- Nursing 416 – Legacy Good Samaritan Ambulatory Procedure Center

*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

CNA

- Worked at then Heart of 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 volunteer, I have attended the Portland marathon and assisted in providing care for recovering runners while being a student nurse. I enjoy road trips and outdoor activities such as rafting, camping and kayaking, as well as keeping up with my fitness by going to the gym, swimming or playing basketball.

# Name

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Address

Address

Phone

Email

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**OBJECTIVE:** To obtain a full time Registered Nurse internship position in acute care.

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## EDUCATION

Bachelor of Science in Nursing  
Linfield - Good Samaritan School of Nursing, Linfield College  
Completion December Date – GPA 3.972

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## CLINICAL EXPERIENCE

**Salem Hospital** – Unit \_\_\_\_\_. ?? hrs.

**Legacy Emanuel Hospital** – Unit 55 (Telemetry). Acute Care. ?? hrs.

**Legacy Emanuel Children’s Hospital** – Pediatrics (Infant /Toddler and School-Age). ?? hrs.

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

### Other Experiences –

Legacy Good Samaritan Hospital – Behavioral Health Unit. Mental Health Rotation. ?? hrs.

Providence Portland Medical Center – Nursing Education Dept. Leadership Rotation. ?? hrs

Vancouver VA Hospital – Skilled Nursing Facility. Clinical Skills Rotation. ?? hrs.

Friendly House – Head Start. Community Health Rotation. ?? hrs.

Robison Jewish Health Center – Geriatric Rotation. ?? hrs.

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## WORK EXPERIENCE

**Recreation Equipment Incorporated (REI)** - Sales and Visual Specialist. Sept. ‘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 crewmembers 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 and updated and charted patient records.
- 

## COMMUNITY INVOLVEMENT

**NAMI Multnomah County (National Association for Mental Illness)**

- 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 on 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.

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**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 on a strong foundation of reflective and evidenced base nursing practice.

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## Education

Bachelor's of Science in Nursing, Linfield College School of Nursing – December Date

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## Clinical Experience

### Clinical Rotations

- *Providence Portland Medical Center, Cardiology Unit – Fall Date*  
Senior Practicum. Completed 144 hours of clinical experience providing nursing care to patients with cardiovascular and other challenges
- *Portland Adventist Medical Center, Medical Surgical Specialties – Fall Date*  
Leadership Rotation. Worked alongside three managers in the medical, surgical, and ortho-neuro units to learn about nursing leadership, management, and healthcare policy.
- *Legacy Good Samaritan Hospital, Renal and Cardiology Units – Spring Date*  
Acute Illness Rotation. Worked with floor RN's providing care to patients in various stages of renal and cardiac diseases.
- *Legacy Good Samaritan Hospital, Obstetrics and Gynecological Unit – Spring Date*  
OB Rotation. Worked with floor RN's providing care to laboring women, postpartum and gynecological patients, and newborns.
- *Coffee Creek Correctional Facility – Fall Date*  
Chronic Illness Rotation. Performed shift assessments, conducted intake assessments, assisted in medication lines.
- *Downtown Chapel – Spring Date*  
Psychiatric Rotation. Practiced therapeutic communication with individuals having various mental illnesses. Developed and taught educational program on depression.

### 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 gentleman with Alzheimer's Disease, April Date - Present  
In-home caregiver to quadriplegic woman, September Date - December Date  
In-home caregiver to epileptic woman 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**  
**Permanent Address:**  
Address  
Address  
Phone

## EDUCATION

- **Linfield College**  
Bachelor of Science in Nursing  
Expected graduation date: May Date
- **Oregon State University (OSU)**  
Bachelor of Science in Exercise and Sport Science  
Option: Nursing  
Courses taken: Date - Date
- **Mt. Hood Community College (MHCC)**  
Certified Nursing Assistant (CNA) Certificate  
Courses taken: Date – Date

## EXPERIENCE

### Nursing School Clinical Sites

- **Senior Practicum** **Spring, Date**  
ICU experience, working with ventilators, central line care, care of patients in critical condition, critical thinking.
  - **Stewardship in the Community** **Spring, Date**  
Managing a Hospital Unit, Budget Planning, Marketing strategies, Universal Protocol.
  - **Chronic Illnesses- Southwest Washington Cardiac Rehabilitation** **Fall, Date**  
BP/EKC skills, Physical Assessment skills, Learning how to care for clients living with a chronic illnesses.
  - **Medical/Surgical Nursing-Kaiser Permanente** **Fall, Date**  
Surgical floor, Wound Care, Medication Administration, Vital signs, acute illnesses in each body system, OR.
  - **Obstetrics/Pediatrics- Adventist Medical Center** **Summer, Date**  
Caesarian section, the birthing process, common illnesses in pediatric children, post partum nursing skills.
  - **Clinical Nursing Skills** **Summer, Date**  
Sterile technique, documentation, focused assessment skills, administering injections.
  - **Psych Mental Health- Portland Oregon State Hospital** **Spring, Date**  
Therapeutic communication, caring for clients with mental illness.
  - **Community Health- AWARE** **Spring, Date**  
Community Nursing, educating the community about proper use of antibacterial medications.
  - **Introduction to Nursing Practice** **Fall, Date**  
Basic nursing skills, introduction to nursing as a profession.
  - **Therapeutic Communication** **Fall, Date**  
How to therapeutically communicate with clients and their families.
- Portland Veterans Hospital, SNT, Portland OR** **Dec. Date - Present**
- Performed CNA skills for up to 13 patients during one shift, communicated changes in patients status to nursing staff, placed condom catheters, worked with nurses as they performed nursing skills.
- ResCare Home Care, CNA, Portland, OR** **Dec. Date - Present**
- Assisted during shower bath, aided with personal grooming, administered vital signs, promoted ambulation, reminded medications, initiated nutrition planning, conducted meal preparation, maintained a safe and clean environment through house keeping, facilitated leisure activities such as reading, and transported 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, Florida. Was an alternate Delegate for Linfield College.

**Oregon Student Nurses Association, Portland, OR**

**September, Date - Present**

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

**Linfield Student Nurses Association, May 2010 Cohort Representative** **September, Date - Present**

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

**Northwest Hills Community Church, Leadership Team, Corvallis, OR** **September Date - Date**

- Atmosphere Leader, advisory board member for activities, coordinate evening fellowship time.

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

**March Date - March Date**

- Organized and administered executive and house meetings, oversaw other executive members, addressed issues that arose in Oxford that were against the house constitution, facilitated communication between house chief & house members, interviewed qualified persons to fill co-op director position.

## ACCOMPLISHMENTS & ACHIEVEMENTS

Sigma Theta Tau International Honor Society Member 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.

## References

**Name**

**ResCare Home Care, Scheduling Coordinator**

Phone

**Name**

**Linfield College Clinical Associate**

Phone

**Name**

**Linfield Nursing Student**

Phone

**Name**

**Family Friend**

Phone

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

*Date*

Legacy Employment Services  
Attention: Acute Care Nursing Internships  
1120 N.W. 20<sup>th</sup>, Suite 111  
Portland, Oregon, 97209

I am writing to express my interest in joining the Legacy nursing team through an acute care internship position. I will be graduating in May with my B.S.N. from Linfield College. I hope to focus on adult health, and I would be open to any of the related acute care internship 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." I gained the insight during my time abroad, that without health a person has great difficulty attaining a substantial 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 need for flexibility. 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 suited to 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  
1120 NW 20<sup>th</sup> Suite 111  
Portland, OR 97209

To Whom It May Concern:

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, 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.

A concern I have as I approach graduation surrounds my level of comfort and competency in the clinical setting. Many procedures I have seen performed once or twice but have not yet had the time or opportunity to perfect and hone these skills. 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 College, it has been a continuing desire to work for Legacy Health, particularly in the soon to be completed 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  
1120 N.W. 20<sup>th</sup>, Suite 111  
Portland, Oregon, 97209

To Whom It May Concern:

My name is (*name*) and I am a graduating senior from Linfield-Good Samaritan School of Nursing. I am seeking a registered nurse intern position in the Legacy Health System.

Being a nursing student connected to the Legacy Health System, I have been given great opportunities to have many clinical experiences in the various departments of Legacy and have been very impressed by the overall quality of care that organization offers its clientele. During the fall of my senior year, I completed 144 hours of clinical time in the Surgical Specialties unit of Emanuel Hospital for my senior practicum. This gave me confidence that Emanuel was an organization I wished to seek employment from. Following the experience, 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 to me and showing respect for the diversity of the staff and clientele is essential. 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 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  
3181 S.W. Sam Jackson Park Rd.  
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 (*date*). I am interested in the internship/residency nursing program at Oregon Health and Science University (OHSU). I have enclosed my resume for your consideration.

This semester I have had the opportunity to learn about OHSU from an insider's perspective. I am currently at OHSU for a clinical rotation focused on stewardship and leadership. My preceptor, the magnet project coordinator, has already taught me a great deal about OHSU's plan to strive towards 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 magnetism ensures nurses are able to practice autonomously, work with other competent nurses, and be supported in continued 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's Hospital Labor and Delivery, Western Farm Workers Association supporting migrant farm workers, Macdonald's Center for individual's suffering from mental illness and homelessness, Meridian Park Hospital Medical Surgical floor, Emanuel Hospital pediatrics, 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 community 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 for employment, 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 Nursing who will be graduating with my B.S.N. degree this May Date. 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 the same values and goals as I do. Throughout my life, I have aimed to be a person of character in many respects. Some of the strengths I believe I can offer is my joy of working as a team, honesty and integrity, compassion and friendly personality, desire for excellence, flexibility, organizational skills and delight in serving my community while providing excellence customer service to my patients. My clinical experiences and time at Linfield have helped me to become even more convinced 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, desire to provide compassionate care in the community and was impressed by your achievement of magnet status. I would be delighted to join in your mission. I look forward to the opportunity to interview with you. Please feel free to contact me at my cell phone number \_\_\_\_\_ or via e-mail at \_\_\_\_\_. 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

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 9c, as a Registered Nurse. I will be graduating May 30<sup>th</sup>, Date with my Bachelors of Science in Nursing degree. I anticipate taking the NCLEX-RN state board exam in Late June of Date.

For the past four months I have been working on 9c 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 therapeutically communicating with patients and managing my time during a 12 hour shift. This experience has helped me to see the resources I have in learning from the other staff on the ward and how I can get involved develop in my career as it evolves in the future.

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 my self and colleges. I plan to continue to be involved in making my own practice the best that it can be by utilizing research and other resources that are available to me. As a new graduate nurse I look forward to training and learning in my work environment with those who have experience as nurses at the (Name of Organization). However, I also know that I have my own strengths to bring to my work environment and patient care. I believe that the leadership experience that I have had at Linfield and previous leadership experiences, I am prepared 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. Stewardship in The Community taught me some valuable skills about how the hospital is run and how budgets are handled.

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 am glad that I have chosen nursing as my career and look forward to the happy and hard times that I know I will have in the future. I am looking forward to beginning my career as a nurse and hope you would consider me as you prepare to fill nursing positions.

Thank you for interviewing me and giving me the opportunity to share with you about who I am and what I can bring to your nursing team on 9c.

Sincerely,

Name

# Name

Address

Address

Phone

Email

Nurse Recruiter

To Whom It May Concern:

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's of Science in Nursing from Linfield College in May, Date. I anticipate taking my NCLEX-RN in late June, Date.

My past medical experience includes working 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. I have also had the opportunity to travel to Cameroon, Africa, 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 equality care, and being respectful of other 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 a couple 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 ensure 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 in advance for your time.

Sincerely,

Name

Name  
Address  
Address  
Home Phone  
Email

Date

Nursing Recruitment

Dear Nursing Recruitment,

I am writing to express my interest in joining your nursing team through the internship/residency nursing program at.....I will be graduating with my B.S.N. 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 living in Thailand the tsunami struck the coast and I immediately began to use my EMT experience to work with the medical teams. The needs out-weighed my ability to assist them with the level of care required. This 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, leadership and stewardship. 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