September 20, 2019

Hanna Hilgendorf

4518 Diamond Dr.

Madison, WI 53714

Hiring Manager

Human Resources Director

University of Wisconsin Madison Hospital

600 Highland Ave.

Madison, WI 53792

Dear Hiring Manager,

I am writing to you today to express my interest in the nurse residency program at the University of Wisconsin hospital in Madison. I have heard phenomenal things about this program through my cousin Britney Hilgendorf, who was recently a Nurse Resident in the burn unit. This residency experience would be particularly exciting to me because of the potential to gain additional insight to becoming an exceptional nurse. I personally push myself to work hard to improve myself and the environment around me.

Throughout my healthcare journey, I have gained an appreciation for a supportive work environment. I strive to adapt my communication skills to reach all people equally. I have expanded my knowledge on utilizing evidence-based practices to improve quality of care. Moreover, my personal leadership abilities have advanced to empower my abilities to successfully navigate in the workplace. As a BSN-prepared nurse, I know my education will align with the goals and culture of the University of Wisconsin Hospital. My clinical experience in long-term care and specialized acute care have given me a flexible base to perform as a versatile professional in all forms of patient care. I have obtained a deeper understanding on providing empathetic, compassionate­­­, patient-centered care to all patients, based on a wide variety of clinical experiences. I know that these skills will ensure my ability to adapt to any nursing department. As the University of Wisconsin hospital has a magnet status, that makes it even more important for me to become a member of your team, as that matches with my ideals for the Nursing profession. Please find my resume enclosed.

I look forward to the opportunity to discuss this exceptional job opportunity with you and my qualifications for it. Thank you for your attention and time getting to know me.

Respectfully,

Hanna Hilgendorf

**Hanna Hilgendorf**

4518 Diamond Dr.

Madison, Wisconsin, 53714

hilgen23@uwm.edu

608-772-9110

**OBJECTIVE:** Nursing student seeking to further develop RN skills in a women’s health setting.

**LISCENSURE:** Eligible to sit for the NCLEX in January, 2020.

**EDUCATION:**

08. 2015- 12. 2019 **UNIVERSITY OF WISCONSIN MILWAUKEE**

 BSN

* Majoring in Nursing

**STUDENT CLINICAL EXPERIENCES:**

08. 2019 – PRESENT **ASCENSION ALL SAINTS (Women and Children) – RACINE, WI**

01. 2019 – 05. 2019 **OZAUKEE FAMILY SERVICES (Community health) – GRAFTON, WI**

08. 2018- 12. 2018 **FROEDTERT SOUTH (Medical surgical) – KENOSHA, WI**

01. 2018 - 05. 2018 **FRANCISCAN VILLA (Long term care) – MILWAUKEE, WI**

* Developed care plans for patients, performed individual assessments and provided patient education.
* Navigated patient charting on multiple systems, delivered medications and accomplished skilled patient procedures.
* Established interprofessional communication and collaboration.
* therapeutic relationships with patients.
* Conducted a semester-long public health project to cultivate mental health awareness and understanding in the spring semester of 2019.
* Formulated a semester-long quality improvement project on promoting comfort in neonates regarding sensory development in the fall semester of 2019.
* Engaged in labor and delivery, NICU, pediatrics, prenatal assessment center and postpartum units.
* Organized a plan of care for postpartum and antepartum mothers.

**WORK HISTORY:**

08. 2018 – 08. 2019 **OAK PARK PLACE – MADISON, WI**

Patient Care Assistant

* Performed patient cares and feeding assistance.
* Delegated patient needs in high demand times.
* Created a new breakfast routine and chart to make meal time more efficient.

08. 2017 – 03. 2018 **STUDENT SUCCESS CENTER – MILWAUKEE, WI**

Peer mentor

* Facilitated academic, social, extracurricular and professional guidance for first year students.
* Co-taught classes with a professor on managing college courses and how to be successful in college.

12. 2013 – 08. 2017 **GREAT DANE – MADISON, WI**

Server/ Server’s Assistant

* Preformed order taking, cleaning tables and further developed customer service skills.
* Conducted quality service through team work and communication with staff.

11. 2010 – 12. 2013 **MCDONALD’S – MADISON, WI**

Crew Member

* Initiated customer service skills.
* Facilitated training for new crew members.
* Collaborated with all staff members to provide quality and efficient service.

**HONORS AND AWARDS:**

Dean’s List Dean’s List honors for Fall 2015 and Spring 2016 semesters.

Service Certificate Student service certificate from the Student Success Center for

outstanding community service.

**VOLUNTEER ACTIVITIES:**

Research Trip Travelled to Kenya with a nursing professor to collaborate in developing new research on HIV and AIDS transmission.

Big Brothers Big Sisters Mentored a little sister in elementary school to provide a positive role model.

Alternative Spring Break Assisted in maintenance activities at the veteran’s home and provided landscaping at the community home for foster youth, in North Carolina.

The Gathering Served food weekly to people in need at a local church.

Next Door Foundation Assisted elementary aged children with reading.

**SKILLS & CERTIFICATIONS:**

Basic Life Support BLS certified through the American Heart Association.

IHI Basic Certificate Basic Quality & Safety certificate from the institute of healthcare improvement.

**REFERENCES:**

Available upon request.