

Olivia Sawyer GN, ADN

June 23rd, 2021

25 Copper Way Apt 3, Lake Placid, NY, 12946

518-637-7817

oliviasawyer0@gmail.com

To Whom this May Concern,

I'm pleased to be writing to you today regarding my application for the OR position advertised on Indeed. I strive to help others and I would love the opportunity to learn more. I'm truly confident that my qualifications and experiences make me an ideal candidate for this job.

I graduated as a licensed practical nurse from North Country Community College in 2020. I've currently graduated from the ADN program at North Country Community College this May. I'm now scheduled to take my NCLEX November 27th. I'm extremely organized and competent in documentation. I demonstrate a professional attitude inside and outside the workplace environment. Furthermore, I wanted to become a nurse to help others and be an advocate for patients. Nursing is my passion. I strive to improve patient standards and contribute to making the team better .

I believe my eclectic background of work experience makes me a very well-rounded addition to your team. I'm ready to use the skills I have learned in school and developed throughout my working career to become a strong and motivated RN in your organization. I look forward to hearing from you.

Sincerely,

Olivia Sawyer GN,ADN

# Olivia Sawyer

25 Copper Way Apt 3  
Lake Placid, NY, 12946  
(518) 637-7817  
oliviasawyer0@gmail.com

---

## Education:

North Country Community College	
Major: Registered Nurse/ADN	2020-2021
Licensed Practical Nurse/LPN	2019-2020
Lake Placid Middle/ High School	2011-2018
	Graduation Date: June 22, 2018

## Work History:

### Mountain Lake Academy

August 2021 - current

GN

- Packs medications with the students
- Passes morning and noon medications
- Performs simple wound care

### St. Joseph's Addiction and Treatment Center (Medical Inpatient)

March 2021 - current

LPN

- *Passes medications*
- *Performs routine blood draws & Covid tests*
- *Completes full client admissions*

### Walgreens

November 2019 - March 2021

*Pharmacy Technician*

- *Filled prescriptions*
- *Ordered supplies needed for the pharmacy*
- *Cashier experience*

### Mercy Living Center

February 2018 - May 2019

*Food Service Worker / Cook*

- *Prepared resident meal trays*
- *Cleaned dishes*
- *Accommodated to client's dietary needs*

**Volunteering and Funding Experience:**

- Mission trips to Maine, Utah, West Virginia, New Mexico, and Pennsylvania within 2014 - 2019. (2018 Volunteer of the Year of Lake Placid & 2020 Saranac Lake Winter Carnival Princess)

[Exterior painting, interior painting, and roofing experience]

(Organization used for these mission trips was the Adirondack Community Church)

**Special skills:**

\*Dedicated to my career

\*Sociable

\*Cleaning expertise

\*Creative thinker

\*Organization guru

\*Overachiever