**January 09, 2022**

Dear Hiring Manager,

I am submitting my resume for your review as I am expressing my interest in an opportunity within your organization for the position of a Registered Nurse – New Grad within your facility.

My professional qualifications include dedicated service within the healthcare field serving as a Certified Nurse’s Assistant. I have gained great knowledge and expertise in diverse areas including, but not limited to clinical assessment, patient intervention, advocacy, treatment, and care planning.

I excel in challenging conditions while promoting and providing the maximum professional and ethical integrity. I am highly capable and competent within fast-paced, demanding environments.

I am actively pursuing my BSN with University of Phoenix. I have completed the following certifications, BLS, ACLS, TNCC, and NRP.

I believe that I am a very diligent and highly motivated student. As I continue to purse my education, I work endlessly to ensure that all assignments are completed to the best of my abilities. I am certain that I will push through with the same dedication I have always worked with to accomplish my goals and or assignments and gain more knowledge and insight with every situation.

As a skilled professional with a degree in nursing, I am confident that I will prove to be an asset to your organization. I am confident in my ability to excel within your role of a registered Emergency Department nurse and respectfully submit my application for your review. I would like to request a meeting to discuss how I can help meet your goals. I am available at your convenience and hope to hear from you soon. Professional references available on request.

Thank you for your consideration.

Regards,

Courtney A. Cajias

***Courtney A. Cajias***

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***Objective***

To obtain a position as a Registered Nurse – New Grad.

***Professional Summary***

Dedicated clinical professional successful at multi-tasking and delivering prompt and friendly care to all patients. Maintains a positive attitude and a great compassion during peak hours.

***Employment History***

**11/3/2021 – Current** Safeway Pharmacy, Dixon, **RN,** part-time

* Administering vaccines
* Checking patients in, processing consent forms and insurance information

**11/2019 – 09/2020** Michael Kors, Vacaville, ***Sales Associate****,* part-time

* Greeted customers with a positive demeanor and courteous service.
* Answered customer queries and concerns, recommending merchandise based on individual requirements.

**04/2016 – 12/2016** The Meadows of Napa Valley, Napa, California, ***CNA***, full-time

* Primary CNA most shifts in charge of medication administration to residents, and contacting physicians and families with concerns
* Assisted residents with activities of daily living
* Worked primarily in the memory care unit

**12/2014 – 02/2016** New York Pizza Kitchen, Napa, California, ***Server,*** full-time

* Consistently provided professional, friendly, and engaging service.
* Routinely supported other areas of the restaurant as requested, including answering telephones and completing financial transactions for other staff.

***Education***

University of Phoenix, **Bachelor of Science,** May 2022 **(in progress)**

Solano Community College, **Associates of Science, Nursing,** awarded, **May 2021**

Solano Community College, **Associates in Arts Science, General,** awarded, **May 2019**

Solano Community College, **Associates in Arts,** awarded, **December 2018**

***Certifications***

* National Council Licensure Examination (NCLEX – RN) – **August 2021**
* Advanced Cardiovascular Life Support (ACLS) – **June** **2021**
* Neonatal Resuscitation Program (NRP) **– June 2021**
* Trauma Nursing Core Course (TNCC) – **November 2021**
* Basic Life Support (BLS) – **June 2021**
* California Child Abuse Mandated Reporter – **January 2021**