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| Icon  Description automatically generated | Kierston  Mann |

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| 3003 Tyler Road, Christiansburg, VA 24073, 5406293182, kem2841@email.vccs.edu |

Dear Recruitment Manager,

I read with excitement your posting. I will be graduating this May with my ADN and in August with my Bachelor's, my unique combination of clinical experience, coupled with a background in the service industry, I am confident I will make an excellent addition to your nursing team.

As my resume shows, through my education, I gained extensive experience in patient care and skills. Throughout my program, I was known by all to be caring and compassionate, with a solid foundation in patient advocacy. I have a strong passion for patient advocacy, and I really enjoy communicating with my patients. I will graduate in the top 2% of my class, and I am ready to put my skills to work. I have an excellent bedside manner and can always find a way to form a rapport with my patients to make them feel comfortable. I enjoyed my training in this industry, and I am excited to take the next step in my nursing career.

My resume is attached here for your review. I hope to set up a time when we might discuss the positive contributions I could make to the staff. Thank you so much for your time and consideration.

Yours sincerely,  
Kierston Mann  
5406293182  
kem2841@email.vccs.edu

**Kierston Mann**

kem2841@email.vccs.edu | 5406293182   
Christiansburg, VA 24073

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| Professional Summary |

Motivated job seeker looking to obtain new, challenging position. Works well under pressure, adaptable, and ready to be strong team player.

Dedicated professional with demonstrated strengths in customer service, time management, and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

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| Skills |

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| •  Time Management | •  Communication | •  Organization |
| •  Delegation | •  Multitasking | •  Task prioritization |
| •  Critical thinking | •  Quality of care standards |  |

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| Experience |

Janitor

Virginia Tech – Blacksburg, VA | September 2018 - December 2018

* Worked productively in environments to keep building and grounds presentable according to strict standards.
* Avoided cleaning delays by keeping supplies organized and equipment well-maintained.
* Maintained overall facility cleanliness through scheduled cleaning, polishing, maintenance, and area repair.
* Minimized spread of infectious diseases using strict sanitation protocols.

Nutrition Service Aide

English Meadows – Christiansburg, VA | April 2017 - August 2017

* Met expected needs of nutrition services by reviewing diet plans and placing food orders.
* Worked with patients diagnosed with primary eating disorders and suffering from diverse disordered behaviors.
* Supported optimal dietary plan development by collecting information on patients' needs and preferences.
* Maintained safe and sanitary food service practices.
* Prepared, cooked, and served meals according to specified recipes.
* Organized, delivered, and picked up patient meal trays.
* Verified patients received appropriate nourishment and meals based upon dietary requirements.
* Planned approaches based on individuals' nutritional needs, conditions, and dietary histories.
* Supported patient treatment goals by observing, tracking, and reporting on intake.

Waitress

Amelia's – Christiansburg, VA | August 2014 - March 2017

* Checked in with customers periodically to assist with additional needs or requests.
* Served dishes with clear and concise verbiage and placed dishes in front of proper guests.
* Handled guest needs with upbeat attitude and attention to detail.
* Set and bussed tables and maintained sanitation standards.
* Worked in fast-paced environment, handled multiple priorities, and learned new procedures.
* Addressed issues promptly and relayed complaints directly to management.
* Cleaned tables, completed closing duties, and re-stocked tableware and supplies.
* Stocked server areas with supplies throughout shift.
* Delivered genuine hospitality and greeted customers upon arrival.

Hostess

Texas Roadhouse – Christiansburg, VA | January 2014 - August 2014

* Used table management system to serve customers and coordinate movement of guests.
* Moved and arranged tables, chairs, and settings to accommodate large groups or guests with special needs.
* Maintained seating charts to optimize station rotations.
* Monitored dining area to track seating availability, service, and occupancy.
* Maintained accurate guest flow to maximize available tables and minimize wait times.
* Kept customers happy, seating each quickly and always resolving complaints to complete satisfaction.

Headline Cook

Cookout – Radford, VA | June 2013 - January 2014

* Restocked and prepared stations with necessary supplies and equipment in support of kitchen operations.
* Cleaned and sanitized counters and high-touch areas to protect customers and staff.
* Avoided waste and produced consistent results by memorizing recipes, portion sizes, and plating techniques.
* Collaborated with front- and back-of-house team members to meet needs and avoid service delays.

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| Education |

Bachelor of Science in Nursing: Nursing

Old Dominion University | Norfolk, VA | August 2022

Associate of Science in Nursing: Nursing

New River Community College | Dublin, VA | May 2022

Associate of Arts and Sciences: General Studies

New River Community College | Dublin, VA | May 2014

Diploma: Advanced Studies

Auburn High School | Riner, VA | May 2013

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| Honors |

* Governor's Certificate of Recognition: Early Scholars Program 2013
* Dean's List: Spring Semester 2021
* Tau Sigma Academic Honor Society for Transfer Students: August 17th, 2021
* Omicron Delta Kappa National Leadership Honor Society: November 30, 2021
* Leader's Candidate

**Kierston Mann**

kem2841@email.vccs.edu | (540)-629-3182   
Christiansburg, VA 24073

***REFERENCES***

Instructor Name, Caitie Reed RN, MSN Nursing Instructor:

Title \_Nursing Instructor Classroom and clinical

College e-mail address: \_creed@nr.edu

New River Community College

5251 College Drive, Dublin, VA 24084

(540)674-3600 ext. 4309

*[For Caitie, Jean, and Michelle you should*

*note mailing address and phone is applicable*

*August 16 to May 15 only]*

Instructor Name, Jean Cintron RN, MSN Nursing Instructor:

Title \_Nursing Instructor Classroom and clinical

College e-mail address: jcintron@nr.edu

New River Community College

5251 College Drive, Dublin, VA 24084

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*[For Caitie, Jean, and Michelle you should*

*note mailing address and phone is applicable*

*August 16 to May 15 only]*

Instructor Name, Michelle Keister RN, MSN Nursing Instructor:

Title \_Nursing Instructor Classroom and clinical

College e-mail address: mkeister@nr.edu

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5251 College Drive, Dublin, VA 24084

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