

Dear Sir or Madam,

I'm pleased to write you today regarding nursing opportunities within your organization. I am certain that my qualifications and experience make me an ideal candidate for a nursing position within your organization.

I have a master's degree in Nursing and 24+ years of proven experience effectively and efficiently managing both patients and staff. I am extremely organized, calm and patient professional with excellent as well as diverse healthcare skills. I have a passion for providing quality care to patients, and the necessary leadership skills to inspire other staff members to provide above standard levels of service. I have experience not just working with Cerner and other electronic health records in my clinical experience but working as a train the trainer during the implementation of the system in the hospital.

Review of my credentials and work experience will confirm that I have served as the catalyst in various aspects of the healthcare continuum, providing successful implementation of new initiatives, organizational commitment, dedication and patient-centered/focused service. I possess high-caliber nursing management, leadership and nurse education/training qualifications with a proven track record in delivering quality care and services to all stakeholders within various health delivery systems not only as a nurse leader but as a staff nurse, educator and utilization review/case manager with over 24 years in nursing, which includes 6 years as an US Army Licensed Practical Nurse and 18 years as a Registered Nurse. My diverse skillset has allowed me to successfully perform proficiently as leader, clinical professional, educator and consultant.

Other highlights of my background that may be of interest include:

- Recipient of AFRH-G Director's Coin (2011)
- Recipient of an Excellent or above rating on Individual Performance Plan (2008-2020)
- ALFA Hero Award recipient
- Recipient of AFRH CFO's Stretch Goal Award (2010-2012)
- Recipient of AFRH-COO Special Act Award (12/2011)
- AANAC Certified Nurse Executive
- AANAC Certified MDS Coordinator
- Leading Age Award of Honor 2012
- AACN Certification (Gerontology) 2015
- Member of Sigma Theta Tau International Honor Society

I believe working within your organization would be a mutually beneficial relationship. My ability to provide exceptional direct patient care, lead with authority and respect to promote harmony, teamwork and the ability to stimulate others would not only align with the organization's vision and mission but actionable push them forward. I'm able to instill vision to achieve goals and surpass production expectations while maintaining quality, safety and customer service integrity through total quality management.

I look forward and would very much appreciate the chance for a personal interview. Thank you in advance for your time.

Sincerely,

Pamela D. Young RN, MSN, CNE

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Objective

Seeking a challenging position within a growing organization. I am a results-oriented nursing professional with proven abilities and skills in various aspects of the healthcare continuum. I possess high-caliber nursing management and leadership qualifications with a proven track record in delivering quality care and services to all stakeholders within various health delivery systems not only as a nurse leader but as a staff nurse, educator and a utilization review/case manager with over 24+ years in nursing, which includes 6 years as an US Army Licensed Practical Nurse and 18 years as a Registered Nurse.

Summary of Qualifications

- Experience staff nurse with 24+ years providing direct nursing clinical care in various hospital departments (CCU, ED, MedSurg, Stepdown/Telemetry, Psych, Rehab, LTC, Assisted Living)
- Experience in utilization review and case management
- Experience as Nurse Educator
- In-Depth knowledge of principles and practices related to the management of the health care system with proven experience in both the private industry and federal sector.
- Experience in operations restructuring to address business growth, reduce costs, and improve service.
- Successful in working as part of management team creating and implementing strategic plans, setting and administering budgets and developing improved processes to meet short- and long-term objectives.
- Experience in providing oversight and input into the fiscal budget for healthcare staffing and ancillary services such as pharmacy, supplies, radiology and contract staffing.
- Experience in working as part of the team that constructs the Performance Work Statement in the acquisition of contracts for vendors and external partners that support the vision and mission of an organization.
- Experience in educating and developing members of the healthcare team to include healthcare management in their daily jobs (technical skills), implementation and review of policy, procedure, protocols and directives, how to do cost analysis, reading and understanding human resources reports, understanding CARF, DOD IG, CMS, Joint Commission and OSHA regulations and standards.
- Instrumental in the organizational transition into Electronic Pharmacy System, as well as transition to Electronic Health Records

Experience

Veterans Affairs Medical Center, Washington DC

Supply Chain Management Program Nurse/Program Manager | October 2018-July 2020.
Clinically Driven Strategic Sourcing (CDSS) Lead Program Nurse/Program Manager | July 2020-Present.
Registered Nurse - Registered Nurse Community Nurse Coordinator| September 2013-October 2018

George Washington University Hospital , Washington D.C.

Staff Nurse (PRN), Cardiac Care/Telemetry| April 2022-Present

Bowie State University, Bowie Maryland

Adjunct Professor (PRN), School of Nursing| January 2014-Present

Armed Forces Retirement Home, Washington D.C.

Director of Nursing/Chief of Healthcare Services| November 2008-May 2013

Education

Walden University

February 2011 – November 2013

Master of Science in Nursing Leadership and Management

RN-MSN Program

University of the District of Columbia, Washington, DC

May 2002 – May 2004

Associate Degree Nursing

Hannah Harrison Training Center, Washington, DC

June 2007 – June 2008

License Practical Nursing Program

Awards and Acknowledgements

- Member of Sigma Theta Tau International Honor Society
- Member of American Nurses Association
- Member of Maryland Nurses Association
- Member of Black Nurses Association (2018)
- FAC-COR II (2018)
- Certificate of Completion FPM 260: MID Level – Concept Definition (2019)
- Certificate of Completion FPM 261: MID Level – Concept Planning (2019)
- Certificate of Completion FPM 262: MID Level – Development Through Closeout (2019)