March 25, 2022

Dear Hiring Manager,

Please accept my resume and cover letter for the New Grad /Registered Nurse position listed on your website. This position appears to be a good fit for my education, experience and career goals.

When reviewing your job posting, I noticed you are looking for a nurse capable of providing excellent care through assessment, planning and evaluation. While attending the Nursing Program at Malcolm X College, I learned how to assess a patient, use skilled dialogue to communicate with patients and coordinate with the health care team to provide a great patient experience.

Further, I had the opportunity to participate in clinical rotations while in college. With these experiences, I was able to practice my skills and techniques to become a better RN. Each rotation site provided me the opportunity to be an active participant in the treatment planning and evaluation of patients. Based on my knowledge and my clinical experiences, I am confident I can fulfill the duties listed in the job description. My resume provides more details regarding to my qualifications. Also, I took the NCLEX on March 22, 2022, and received my letter to work under supervision.

Thank you for considering me for this opportunity. Please don’t hesitate to contact me at (773)750-3242 or by email at apmccaster@gmail.com to schedule an interview.

I look forward to hearing from you.

Sincerely,

April McCaster

**April McCaster**

Chicago, IL • (773) 750-3242 • apmccaster@gmail.com

**OBJECTIVE**

Hard working and dependable **New Grad Registered Nurse** seeking opportunities on a unit where I can learn and contribute to a health team’s outstanding patient care.

**CLINICAL SKILLS**

* Therapeutic Communication
* Physical Assessments
* Medication Administration
* Infection Control
* Epic Charting
* HIPAA Compliance
* Immunizations
* Phlebotomy
* ECG’s

**PROFESSIONAL CERTIFICATIONS & AFFILIATIONS**

IL Dept. of Financial & Professional Regulations – **RN** Expected March 2022

American Heart Association – **BLS Provider** Valid through October 2023

DCFS - **Mandated Reporting** September 2021

**CONTINUING EDUCATION**

Medscape CE:

What’s New in the AHA/ASA Secondary

Stroke Prevention Guidelines September 2021

Communication Conundrums: Techniques for Addressing

Question about HPV immunizations October 2020

**EDUCATION**

Malcolm X College, School of Nursing Chicago, IL

**Associate in Applied Science in Nursing** December 2021

**CLINICAL ROTATIONS**

Trinity Hospital - Gerontology Fall 2021 Virtual Hospital – OB, Mental Health, Med/Surg II Spring 2021/Fall 2020 St. Francis Hospital – Med/Surg I Fall 2020

Jackson Park Hospital - Fundamentals, Med/Surg III Spring 2020/ Fall 2021

**HEALTHCARE EXPERIENCE**

Advocate Trinity Hospital - **CNA** August 2021-January 2022

* Worked in a fast-paced team-orientated environment & provided outstanding care.
* Performed blood glucose test.
* Obtained vital signs.
* Assist nursing staff in administering basic treatments such as wound care.
* Maintain accurate records of resident care, condition, progress, and concerns.
* Assist patients with daily functions.

**VOLUNTEER EXPERIENCE**

Discussion panel for successful academic strategies for nursing students October 2020, October 2021

**AWARDS**

Malcolm X College Dean’s List July 2021 – December 2021