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| SCOTT DIVERS  RN TEAM LEAD | | |
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|  | CONTACT |  |
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| 74 Sunrise Avenue  Martinsville, VA 24112 | (276) 732-3522 | sldivers@carilionclinic.org |
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To whom it may concern,

I am excited to write to you concerning my application for a RN position at your facility. My qualifications and experience make me an excellent candidate for this position.

I have an A.A.S. in Nursing and 8+ years of experience with Carilion Clinic in Roanoke, VA. I have 1 year of RN experience in the Resource Pool at Roanoke Memorial Hospital and have spent the last 7+ years working in the Inpatient Rehab unit at Carilion Roanoke Community Hospital. As a professional, I am calm and approachable, yet tenacious when it comes to the well-being of my patients. I take pride in the care that I provide and work diligently to treat my patients and coworkers the way that I want to be treated.

Presently as RN Team Lead, I provide direct patient care to 4-6 patients, in addition to being responsible for 33 patients at one of the top rehabilitation facilities in the Roanoke area. During my time as Team Lead, I have learned many management skills including delegating tasks, communicating with staff, and resolving patient complaints. I am responsible for enforcing Carilion policies and disciplining staff. I also help manage a team of about 12 employees for which I conduct quarterly reviews.

My experience as a RN Team Lead has provided me with the necessary skills to be a valuable member of your team. I am a very family-oriented person. I believe there is no place like home, and for over seven years, I have helped rehabilitate patients so they could go home to their families. I would love to help patients at your facility as well, while easing the burdens of your staff. Thank you for considering me for this position. I look forward to hearing from you.

Sincerely,

Scott Divers

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|  | OBJECTIVE |  |
|  |  |
| Licensed Registered Nurse and Certified Team Leader with 8+ years total experience, including charge, seeking opportunity as a RN to provide support and alleviate staffing deficits. | | |
| **EDUCATION** — | EXPERIENCE |  |
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| A.A.S. Nursing  Patrick Henry Community College  Martinsville, VA 24112  A.A.S. General Engineering  Patrick Henry Community College  Martinsville, VA 24112  Certificate in Graphic Design  Patrick Henry Community College  Martinsville, VA 24112   |  | | --- | | Integrity  Dependability  Compassion/ Empathy  Mindfulness  Conflict Resolution  Creativity/ Problem Solving  Effective Communication  Organization  Teamwork  Willingness to Learn/ Adapt |   **KEY SKILLS —** | October 2014 - present  **RN Team Lead** • Carilion Inpatient Rehab  Carilion Roanoke Memorial Hospital   * Managing staffing issues * Resolving patient complaints * Resolving conflicts among personnel * Enforcing policies * Organizing quality council meetings for our unit * Orienting new staff members * Identifying education deficits of staff and coordinating with the educator to address those issues * Participating in team interviews * Maintaining a positive attitude during difficult times * Serving as the Charge RN on a unit with 33 patients   August 26, 2013 – October 2014  **RN** • Resource Pool  Carilion Roanoke Memorial Hospital   * Collaborating with the care team to provide quality care * Providing support to floors with sub-optimal staffing * Managing patient care on both Med/Surge and PCU floors * Assessing patient status and documentation | |
| Positive attitude  Delegation | COMMUNICATION |  |
|  |
|  | * Creating and delivering PowerPoint presentations to staff * Delegating tasks * Creating bulletin boards to help keep staff informed * Compiling and posting pain evaluations * Coordinating discharges and admissions * Balancing nurses’ patient assignments | |
|  | REFERENCES |  |
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|  | * Available upon request | |