

Matthew Calvert  
4545 Niagara Ave  
San Diego, Ca 92107

Hiring Staff  
Company Name  
Company Location/Address

Dear Hiring Manager,

My resume outlines my current and previous employment at Scripps Health as well as Danbury Hospital providing care to broad patient populations with diverse medical considerations. I am currently working towards my long-term goal of completing Nursing school and recognize the level of commitment and devotion to others needed to become a Registered Nurse, which is why I'm taking the necessary steps to professionally prepare myself.

My clinical experience has helped me develop skills in time management, performing appropriate focused assessments, EKG evaluation and interpretation, providing patient care specified to their individual needs, and creating individualized care plans. Some tasks that I performed were education on diabetes management, smoking cessation, general discharge instructions, head to toe assessments, and insertion of foley catheters. I expanded on my ability to function within an interdisciplinary team, react appropriately in real time evolving situations, and communicate with my team members, patients, and their families compassionately and professionally. I believe that you will find my education, experiences, and technical skills will make a valuable contribution to your team.

I have attached my resume for your review. I can be reached by phone at (203)-525-0402 or email at maxx.calvert@gmail.com to schedule an interview at your convenience. I look forward to hearing back from you and will readily offer any needed clarification regarding the materials I have provided. I appreciate your time and consideration.

Sincerely,

Matthew Calvert