The hiring Manager

Human Resource Department

To whom it will concern:

 I am sending this letter to express my interest in working as a Registered Nurse in your facility. I completed my RN associate degree in June 2011 and currently enrolling in the BSN program in New York City College of Technology that expected December 2012. Currently, I am work as a RN in Margaret Tietz Adult Day Care Center. I have a passion for helping others and I am really interested in working as a RN in your facility. I am eager to speak with you and discuss my possible contribution in your facility. Please contact me at 917-517-1553, or email me at nasheryl58@yahoo.com.

Thank you for your time and consideration. I am looking forward to meeting you soon.

Sincerely,

Sheryl Chen

**Sheryl Chen**

140-37 Ash Ave #303

Flushing, New York, 11355

(917)-517-1553

NASHERYL58@YAHOO.COM

**OBJECTIVE** Challenging RN position where I can grow professionally

 and help others.

**PROFESSIONAL** Analytical, detail-oriented, reliable and hard working

**PROFILE** Willing to help others and able to collaborated on team work

 Interpersonal and strong adapting skills

 Good critical thinking skills

 Good written and verbal communication skills

**EDUCATION New York City College of Technology,** Brooklyn, NY

Bachelor of Science in Nursingdegree candidate, expected December 2012

**New York City College of Technology,** Brooklyn, NY

 Associate in Applied Science, Nursing, June 2011

**New York City College of Technology,** Brooklyn, NY

Associated degree in Chemical Technology with Honors, June 2008

 **New York City College of Technology,** Brooklyn, NY

Honor Scholars in MA 475, March 2007

 **Fu Jian Normal University,** Fu Jian, China

Associated degree in English, 2001

**CERTIFICATIONS/ New York State Registered Nurse License # 648526**

**LICENSURE Basic Life Support for Healthcare Providers**

Training in **Infection Control Practices and Barrier Precautions**, March 16, 2011

Completed 30 hours **Hemodialysis Nursing Course,** November 19, 2011

**Certified Advanced Cardiac life Support**

Training in **Endoscopy, Pap smear**

**PROFESSIONAL Clinical Rotations**

**PREPARATIONS** Student Nurse - Four (4) semesters as follows

* Kingsbrook Jewish Medical Center - **Nursing Home**
* Kings County Hospital – **Pediatrics, Psychiatrics**
* Elmhurst Hospital – **Obstetrics/Gynecology, Medical Surgical**
* Brooklyn Hospital – **Medical Surgical**
* Maimonides Medical Center – **Medical Surgical**

**EMPLOYMENT/ 10/2011-Present**

**WORKING**  **Register Nurse**

**EXPERIENCE** **Margaret Tietz Adult Day Care Center**

* Responsible for the conduction of health screening and administer immunization for the client.
* Responsible for the analysis, checkups and medication administration.
* Provided health counseling and education.
* Observe and analyze the client’s data, assessment and reports.
* Participated in the team for the development and management of the short or long term care plans.

**2008-10/2011**

 **Part-time waitress**

 **Japanese and Asian Food Restaurant**

* Demonstrated the ability to communicate and serve customers from different cultures and background.
* Proven ability in teamwork, reliability and flexibility
* Commended for multitasking abilities; and took care of customers during rush hour.

**06/2008-08/2008**

**Student Assistant**

**State of New York Institute for Basic Research (IBR)**

* IBR performed basic and clinical research into the causes, treatment and prevention of mental retardation.
* worked under supervision of the doctors and lab technicians to perform the basic research, observation and reporting the results

**COMPUTER** Microsoft office (Word, Excel, PowerPoint)

**SKILLLS** Windows 7, Windows XP

**ADDITIONAL** Language Speaking: English, Mandarin, Cantonese and

**INFORMATION** Fujian

**Reference Available Upon Request**