

# JANET SMITH

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May 4, 2014

Ms. Brenda Stompt  
Human Resources Officer  
Belleville General Hospital  
450 Dundas Street East  
Belleville, ON K8P 3B6

Dear Ms. Stompt:

I am currently seeking a position as a Registered Practical Nurse with Belleville General Hospital – Medicine Department. With my combination of experience and education, I am confident you will find me a versatile and valuable asset to your team.

I recently completed the Practical Nursing program at Loyalist College and will be writing my RPN exam in June. My education has enabled me to gain valuable hands-on experience in hospitals during my semester rotations. In addition, my pre-grad clinical hours were completed at Belleville General Hospital in the Medicine Department. Some of the procedures that I was involved with included IV fluids, blood products, medications, simple to complex dressings, G tube feeding, chest tube monitoring and insertion and removal of male/female catheters. My previous rotations provided me with strong assessment skills, great patient care abilities and a good knowledge of hospital policies and procedures.

I am a dedicated and highly efficient individual as well as a strong team member. I constantly demonstrate professionalism in all my interactions with patients, family members and other staff, while remaining respectful of and sensitive to individual's cultural and ethical beliefs.

I thoroughly enjoyed my pre-grad clinical experience with BGH and would greatly appreciate the opportunity to work closely with the team in the Medicine Department. I would appreciate the opportunity to meet to further discuss my qualifications. I can be reached at (613) 967-9999 or by e-mail at janedowe@loyalstc.on.ca. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

*Janet Smith*

Janet Smith

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