

OLIVE OYL

6131 SW Sweetpea Drive

• Toontown, Kansas

• (913) 555-7023

OBJECTIVE: To provide exceptional patient care, utilizing my training and experience to benefit both patients and medical staff

SKILLS:

Certified Nursing Assistant

Relate well to patients
Fast learner
Dedicated
Reliable
Humanitarian
Energetic
Team player

Computer Skills

Typing 35-40 wpm
Microsoft Word
Microsoft Excel
Microsoft PowerPoint

EXPERIENCE:

Certified Nurse Aide
CEDAR LAKE VILLAGE

6-2005 to 2-2009
Olathe, Kansas

Assisted persons served while still allowing them to be as independent as possible; assisted with toileting and showering if needed; assisted with getting dressed; fixed breakfast if needed; dispensed medications; assisted with lunch making if needed; charted progress notes and staff communication book; charted daily behavior sheets; filled out incident reports if needed; performed daily shift check; signed off on meds; scheduled doctors appointments; called in prescriptions if needed; charted daily health observations; charted blood sugar readings; charted daily food intake; communicated with other professionals and families regarding residents' care

EDUCATION:

CNA Certification
JOHNSON COUNTY COMMUNITY COLLEGE

5-2005

High School Diploma
OLATHE NORTH HIGH SCHOOL

Olathe, Kansas

REFERENCES:

Available upon request

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REFERENCES: Mrs. Sue Cox, Director of Nursing
Cedar Lake Village
15325 S Lone Elm Road
Olathe, KS
(913) 780-9916

Ms. Jeri Davenport, CNA Instructor
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299
(913) 469-8500

Mr. J. Terrell Jordan, Teacher
Olathe North High School
600 E Prairie
Olathe, KS 66061
(913) 780-7140

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PO Box 378
Topeka, KS 66601

CERTIFIED NURSE'S AIDE POSITION

This letter is in response to your ad listed on the Internet on May 28, 2007. I believe my ability to work well with people plus my up-to-date nursing skills qualify me for the position of CNA.

To involve myself in a better career, I entered a nursing training program where I have attended an intense, hands-on course. I also have gained four years' of solid experience since completing my training.

You requested a salary requirement. Without knowing more about the position, I would offer a range of \$11.00-\$14.00.

Please consider my request for a personal interview to further discuss my qualifications and to learn about this opportunity. Thank you for your consideration. I look forward to hearing from you. You can reach me at the address or phone number above.

Olive Oyl

Enclosure

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April 24, 20__

Dr. John Doolittle
Spinach Acres Retirement Home
1300 SW Broadway
Olathe, KS 66061

Dear Dr. Doolittle:

Thank you for the time you spent with me when I met with you on Monday, April 23. I appreciate the opportunity to find out more about the CNA position you have available.

The more I learn about the position, the more I am certain that I could contribute valuable technical skills to your facility. Along with being able to assist residents with their daily needs, I would also be able to assist in other areas as needed.

Again, thank you for your valuable time on Monday. Please let me know if I can answer any further questions. I look forward to hearing from you.

Sincerely,

Olive Oyl