

**Sample Nurse Residency Program
Application Packet**



M  **Nurse Residency**
at Memorial Healthcare System

Letter of Intent

Jane Doe
123 Example Rd, Apt 1
Hollywood, FL 12345
(954) 123-4567

May 8, 2020

Dear Memorial Healthcare System,

I am pleased to write you today regarding my application for the Memorial Nurse Residency Program. I recently graduated from ABC University's Bachelor of Science of Nursing program. I successfully sat for my NCLEX and am now officially a licensed Registered Nurse.

What are your expectations of the Nurse Residency Program and how will it help you achieve your goals?

I have high expectations of the Nurse Residency Program at Memorial Healthcare System because the facility delivers high quality patient care. I expect for the Nurse Residency Program to teach me the knowledge and skills to become the best nurse that I can possibly be. I expect that with my determination, and willingness to learn, this program will sharpen my ability to provide care and service that fits into the core values of a Memorial Healthcare team member. I expect for this program to give me complete insight on Memorial Healthcare System's policies and procedures. I anticipate a program that has been designed to support my knowledge base and build on my competencies as a new graduate nurse.

Why did you choose the profession of nursing?

I chose to pursue a career in nursing because I wanted to do something in my career that is challenging, interesting and makes a difference in people's lives daily. In the nursing profession, you deal with many aspects of patient care and take care of patients when they are most vulnerable. Dealing with patients and their families, and helping them through what is often a difficult time for them, is extremely satisfying for me. To be honest, I have always felt the need to care for individuals who cannot take care of themselves. I knew from the time that I was very young that nursing was something I wanted to do with my life. At the end of the day, the well-being of the individual that I am caring for is what matters, and I will do whatever is in my power to help a complete stranger in need of assistance.

Why do you want to begin your career at Memorial Healthcare System?

I have always believed that Memorial Healthcare System is one of the most organized, respectable and reputable hospitals in Florida. As a visitor, Memorial Healthcare has provided me with excellent customer service. Every nurse that I encountered at this hospital system demonstrated high integrity and provided top patient-centered care on every visit when I saw a family member at one of their facilities. Memorial's Nurse Residency Program will allow me to learn about the healthcare system and the ways to become a successful Memorial Healthcare Registered Nurse. Memorial is known for its exceptional entrusted care and distinguished medical staff. I want to help Memorial put patients and families first by becoming a competent professional trained by the best.

I am very interested in discussing the opportunity with Memorial Healthcare System's Nurse Residency Program and look forward to hearing from you soon.

Best Regards,
Jane Doe

Resume

NAME

Address 1
City, State, Zip

Telephone Number
Email Address

OBJECTIVE

New graduate scheduled to take the NCLEX in January 2020 with a positive attitude is seeking a position within the Memorial Healthcare System. Highly organized and experienced Certified Nursing Assistant. Strong belief in the importance of compassionate and family-centered patient care. Responsible caregiver with excellent customer service experience.

EDUCATION

School of Nursing
Degree

- Honors

City, State
Graduated, Date

School of Nursing
Degree

- GPA 3.5

City, State
Graduated, Date

LICENSURE & CERTIFICATION

Certified Nursing Assistant
BLS

State of Florida
American Heart Association

WORK EXPERIENCE

Employer Name
Caregiver

- Assisted residents with bathing, dressing, feeding, lifting and transferring.
- Administered medications and monitored vital signs.
- Ensured HIPAA compliance.

City, State
Dates

Employer Name
Cashier

- Trained new cashiers on procedures, customer service and sales techniques.
- Received customer payments, operated a cash register for cash, check and credit card transactions.
- Handled all customer relations issues in a gracious manner and in accordance with company policies.

City, State
Dates

CLINICAL ROTATIONS

Memorial Hospital West (Dates)

Type of Unit (X hours)

- Continuation and evaluation of established patient care.

Memorial Hospital Miramar (Dates)

Type of Unit (X hours)

- Established strong personal rapport with current and incoming patients in order to have a greater understanding of their healthcare requirements.

Broward General Hospital (Dates)

Type of Unit (X Hours)

- Attended to daily needs of patients which included rehabilitation exercises, making beds, personal hygiene and feeding.

Holy Cross Hospital (Dates)

Type of Unit (X Hours)

- Performed hand hygiene, monitored vital signs, completed numerous head to toe assessments, used therapeutic communication skills with the clients, inserted IVs, changed IV bags, inserted

indwelling catheters, applied ECG leads, provided stoma care, emptied colostomy bags, ensured safety checks and administered medication (PO, Sub Q, IM, Ophthalmic, and Topical).

VOLUNTEER EXPERIENCE

Name, City, State

Dates

- Participated in the Alzheimer's Walks to promote awareness of the disease and raise funds for Alzheimer's mission.

Name, City, State

Dates

- Participated in a 5k walk to support survivors and caregivers to fight against breast cancer.

Name, City, State

Dates

- Welcomed and greeted visitors upon their arrival.
- Escorted patients from waiting room to examination rooms.
- Answered patients' call light at the nurses' station, made copies, added labels to wristbands and organized patients' discharge folder.

MEMBERSHIPS

National Student Nurses' Association, Member

Dates

Nurses Club, Treasurer

Dates

Rotary Club, member

Dates

ADDITIONAL SKILLS

- Committed team player
- Critical thinking
- Work independently and under pressure
- Strong work ethic
- Basic patient care
- Familiar with medical terminology
- Bilingual in Spanish and French
- Proficient with Microsoft Office



MEMORIAL REGIONAL HOSPITAL ▪ MEMORIAL REGIONAL HOSPITAL SOUTH ▪ JOE DIMAGGIO ♥ CHILDREN'S HOSPITAL
MEMORIAL HOSPITAL WEST ▪ MEMORIAL HOSPITAL MIRAMAR ▪ MEMORIAL HOSPITAL PEMBROKE

September 1, 2018

Memorial Healthcare System

3501 Johnson Street

Hollywood FL, 33021

To whom it may concern:

Happy Nurse had been a student of mine for the past 4 years and I would like to recommend her to your Nurse Residency Program.

If you need any additional information please contact me at 555-555-5555.

Best Regards,

Letter Recommendation

Top 3 Track Selection:

1. 3 Central, Joe DiMaggio Children's Hospital
2. 4 South IMCU, Joe DiMaggio Children's Hospital
3. 6 Central Medical/Telemetry, Memorial Hospital West

Transcripts
(Official/Unofficial)