

# RN Center Cover Letter

79514 Becker Drive  
Funkmouth, MS 28886

**Dear Greer Collins,**

In response to your job posting for RN center, I am including this letter and my resume for your review.

Previously, I was responsible for teaching instructions to new staff members in the formal and informal orientation programs while assessing and evaluating nursing staff performance and competency during orientation.

Please consider my experience and qualifications for this position:

- Experience using electronic bed management systems, preferably TeleTracking, and Patient Flow management
- Computer literacy in Meditech, Word Processing, and Excel spread sheets
- Proficient to expert knowledge of Microsoft Office, HCIS (preferably Meditech) and web-based computer applications
- ACLS and PALS certification (obtained within 12 months of hire if not current)
- Post-partum nursing experience preferred
- Provide resident care, document health needs and changes, assist staff RNs and leadership
- Oversee routine care for those we serve
- Administer medications, document resident daily care, movement, and hygiene

**I really appreciate you taking the time to review my application for the position of RN center.**

Sincerely,

Avery Mueller