

SARITA ANNE SMITH

(805) 441-1895 ▪ ssmith19@apu.edu

EDUCATION

Azusa Pacific University

May 2021

Bachelor of Science in Nursing

Sigma Theta Tau Honor Society of Nursing (GPA: 4.0)

University of Southern California

Post-baccalaureate Premedical Program

Alpha Epsilon Delta Honor Society

University of California, Irvine

Bachelor of Arts in Psychology and Social Behavior

Dean's List (3 semesters), National Society of Leadership & Success

SKILLS & CERTIFICATIONS

NCLEX Eligible

April 2021

Basic Life Support (BLS), American Heart Association

Valid through Aug 2021

Hospital Fire & Life Safety, SureFire CPR

Valid through Dec 2023

Bloodborne Pathogens and Universal Precautions, Azusa Pacific University

HIPAA Training, Azusa Pacific University

The Faith & Spirituality Integrated SBIRT Training, Azusa Pacific University

Child Abuse Mandated Reporter, California Department of Social Services

National Institute of Health Stroke Scale

COVID-19 Contact Tracing, Johns Hopkins University

Medical Terminology Certificate, Santa Monica Community Education

CLINICAL HOURS

Aug '19 - Present

Mental Health: Verdugo Hills Hospital, Glendale

90 Hours

Community Health: Emanate Health, Covina

135 Hours

Critical Care: Presbyterian Intercommunity Hospital, Whittier

135 Hours

Maternal-Newborn: Emanate Health, Covina

90 Hours

Pediatrics: Children's Hospital, Los Angeles

90 Hours

Medical- Surgical Unit: Emanate Health, Covina

180 Hours

Medical- Surgical Unit & Telemetry: Methodist Hospital, Arcadia

180 Hours

Clinical Residency (2021)

252 Hours

Nursing Related Experience

Crystal Cove Dermatology

Dec 2014-July 2015

Clinical Assistant

Newport Beach, CA

- Assisted with minor surgical procedures
- Set up biopsy, cosmetic and other necessary procedure trays
- Drew up medications, sterilized surgical instruments and exam rooms
- Conducted patient interviews and instructed post-operative care
- Prepared, revised, and updated patient charts

Children's Hospital of Orange County

Apr 2014-Aug 2015

Volunteer

Santa Ana, CA

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October 27, 2020

To future employer:

I am writing in regard to the entry-level position as a registered nurse on the psychiatric unit at your hospital. I saw the listing for this position on the hospital website and believe I have the compassion, intellect, and critical thinking skills to be successful in this position.

In April 2021, I will complete my Bachelor of Science in Nursing degree from Azusa Pacific University School of Nursing. As part of the requirements for this degree I completed over one thousand clinical hours through various hospitals and units. My favorite rotation was in the psychiatric unit because I was able to use my solid communication and problem-solving skills. I am passionate about the mental health field as demonstrated by my bachelor's degree in psychology from the University of California, Irvine. I am dedicated to raising awareness and reducing the stigma of those suffering from mental health issues.

I wish to work at your institution because of its excellent reputation in the community for providing high quality patient-centered patient care. I also had the opportunity to meet with a nurse from your hospital who was enthusiastic about the culture of care, collaboration, and opportunities for growth.

I look forward to the opportunity to meet with you and discuss my qualifications in greater detail. Enclosed is my resume which provides additional information about my education and work experience. I will be in touch with you next week to answer any questions that you may have. In the meantime, I can be reached at 805.441.18951 or via email at ssmith19@apu.edu.

Thank you so much for your time and consideration.

Sincerely,

Sarita Smith

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