Name of Institution

Address of Institution

20th February 2014

To whom it may concern,

**RE: CPR / First Aid Instructor Position**

I am seeking casual employment as a CPR/First aid instructor.

I am very keen to become an instructor and have a solid background in the medical profession, education and teaching. While working at the Royal Brisbane Hospital, as a Registered Nurse, I was approached to join the School of Medicine at the University of Queensland. I subsequently held a position as Clinical Skills Tutor at the UQ Herston campus for a period of 5 years where I trained medical students in basic and advanced life support. I have also, more recently, been a clinical facilitator for general nursing students in hospitals around Brisbane.

My role at the University of Queensland also extended beyond teaching cardiopulmonary resuscitation and advanced life support to a variety of other medical skills. These included, cannulation, arterial blood gases, performing ECG’s, physical assessments, general and neurological observations, oxygenation, blood pressure measurement, insertion of nasogastric tubes and indwelling catheters, and intravenous therapy. My role also included writing workbooks for the workshops, and preparing PowerPoint presentations for the lectures.

Currently I am in a position to work on a casual basis as I am a full time internal university student at QUT gardens point. I have my own vehicle and laptop and have completed your first aid and CPR training certificate in April 2013. I also hold a current police check and Certificate IV in training and assessment.

I eagerly await your reply and would be grateful if you would consider me a suitable applicant for the current positions you have advertised on your website.

Yours sincerely,

Michelle Poloskey

1057 South Pine Road

Everton Hills QLD 4053

Ph: 0403 187 068

Email: [bell.shelly333@gmail.com](mailto:bell.shelly333@gmail.com)

Attachments:

Curriculum Vitae