

## Cover Letter

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January 27, 2023

Rebecca R. Lamons  
4651 Hollyview St.,  
Vermilion, Ohio, 44089

Susan Behrens  
Nurse Director of Critical Care/Progressive Care  
Firelands Regional Medical Center  
1111 Hayes Ave.,  
Sandusky, Ohio, 44870

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Dear Susan Behrens,

I plan to graduate from the Firelands Regional Medical Center School of Nursing on May 5<sup>th</sup>, 2023, and I am seeking employment. I plan to take my licensure examination for registered nursing no later than June 30<sup>th</sup>, 2023. I am applying for a staff nurse position on your Progressive Care unit because I am eager to continue my growth as a new nurse. I feel that I will be a fit for your unit due to my proficiency in computer skills, organizational skills, and my passion for positive patient experiences. Additionally, I believe Critical Care/Progressive Care will be an area where I can utilize the skills I have, and where I will find many opportunities for continued learning. Thank you for your consideration.

I am looking forward to hearing from you and can be reached at (714) 697-6560. My resume is enclosed.

Warm regards,

Rebecca R. Lamons

Encl.

## Letter of Resignation

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January 27, 2023

Rebecca R. Lamons  
4651 Hollyview St.,  
Vermilion, Ohio, 44089

Danielle Keegan  
Nurse Director of Inpatient Rehab, 5T  
Firelands Regional Medical Center  
1111 Hayes Ave.,  
Sandusky, Ohio, 44870

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Dear Danielle Keegan,

It is with regret that I must inform you of my formal resignation as a Patient Care Technician on your unit. I am leaving at this time because I am beginning a new professional journey as a Registered Nurse on a Critical Care step-down nursing unit. I have enjoyed my time and value all of the experiences 5T gave me throughout the past two years.

Thank you and all the best,

Rebecca R. Lamons