

1/24/25

Savannah Willis
2816 Hinde Avenue
Sandusky, OH, 44870

Nursing Recruitment Committee
Firelands Health, Firelands Regional Medical Center
1111 Hayes Avenue
Sandusky, OH, 44870

Dear Nursing Recruitment Officer,

I plan to graduate from Firelands Regional Medical Center School of Nursing on May 2, 2025, and I am seeking employment as a registered nurse. I plan to take the licensure examination for registered nursing in May 2025 as well.

I am applying for a registered nurse position in the progressive care unit where I currently work as a patient care technician. I have gained a significant amount of experience and confidence to further my career as a registered nurse in the progressive care unit. I have thoroughly enjoyed my time in the step-down unit and would like to stay there as a registered nurse.

I look forward to hearing from you and can be reached at (419) 503-9818, 2816 Hinde Avenue, Sandusky Ohio, 44870.

My resume is enclosed.

Sincerely,

Savannah R. Willis

1/24/25

Savannah Willis
2816 Hinde Avenue
Sandusky, OH, 44870

Nursing Director
Firelands Health, Firelands Regional Medical Center
1111 Hayes Avenue
Sandusky, OH, 44870

Dear Nursing Director,

Please accept this formal letter as notification of my resignation from Firelands Health as a patient care technician.

My resignation is because I have found a position as a registered nurse and this opportunity will help further my nursing career. I have enjoyed my experience in my three years here. I will always appreciate everyone's patience in teaching me the foundation of nursing and their kindness in accepting me at such a young age. I respect this organization and will be saddened to leave but grateful for my time spent here.

Thank you for your support and understanding.

Sincerely,

Savannah R., Willis

SAVANNAH ROSE WILLIS**2816 Hinde Avenue, Sandusky Ohio 44870****(419) 503-9818****savannahwillis04@gmail.com****Career Objective:** A position as a staff registered nurse on a step-down nursing unit.**General Qualifications:**

BLS Certification

Hearing and Vision Screening Certification

Experience with Microsoft software, Mobile HeartBeat, and Meditech.

Experience in venipuncture and IV therapy.

Education:5/2025 Diploma, Firelands Regional Medical Center School of Nursing,
Sandusky, Ohio

(Expected Graduation Date: May 2, 2025)

5/2025 Associate of Science Degree

BGSU Firelands College, Huron, Ohio

(Expected Graduation Date: May 2, 2025)

6/2022 Diploma, Perkins High School, Sandusky, Ohio

Experience:2/2022 – Present Progressive Care Patient Care Technician, Firelands Health Regional
Medical Center, Sandusky Ohio5/2021 – 12/2021 Physical Therapy Volunteer, Firelands Regional Medical Center,
Sandusky Ohio

9/2021 – 1/2022 Nurse Shadow, Firelands Regional Medical Center, Sandusky, Ohio

Honors:

12/2024, 5/2024, 12/2023	Alumni Association Scholarship, Firelands Regional Medical Center, School of Nursing, Sandusky, Ohio
12/2022, 5/2023	Dean's List, BGSU Firelands College, Huron, Ohio
5/2022	Firelands Challenge Scholarship, BGSU Firelands College, Huron, Ohio
5/2022	Firelands Positive People Scholarship, Huron, Ohio
5/2022	Perkins High School Alumni Association Scholarship, Sandusky, Ohio

Memberships:

10/2024 – Present	CleONS Member, Oncology Nursing Society Cleveland Chapter, Cleveland, Ohio
5/2024 – 5/2025	Senior Class Representative, Senior Mentors, Firelands Regional Medical Center School of Nursing
8/2023 – 5/2024	Student Representative, Curriculum Committee, Firelands Regional Medical Center School of Nursing
8/2023 – 5/2024	Student Representative, Student Welfare, Firelands Regional Medical Center School of Nursing
8/2023 – 5/2024	Student Representative, Student Senate, Firelands Regional Medical Center School of Nursing