

## STEVI WARD

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### Career Objective

A position as a staff registered nurse on a Medical-Surgical nursing unit.

### General Qualifications

CPR Certified- BLS

### Education

5/2026

Diploma, Firelands Regional Medical Center  
School of Nursing, Sandusky, Ohio  
(Expected date of graduation: May 1, 2026)

5/2026

Associate of Science Degree,  
BGSU Firelands College, Huron, Ohio  
(Expected date of graduation: (May 1, 2026)

8/2020-5/2021

Diploma, Willard High School, Willard, Ohio

8/2017-5/2020

St. Paul High School, Norwalk, Ohio

### Experience

8/2022 – Present

Point of Care Technician, Fisher Titus  
Medical Center, Norwalk, Ohio

6/2018 – 5/2021

Hostess, Suki Asian Cuisine, Norwalk, Ohio

5/2019-8/2019

Receptionist, Enrichment Centers for Huron County,  
Norwalk, Ohio

### Honors

8/2025

Dr. & Mrs. Kyung H. Kim Memorial Scholarship  
Sandusky, Ohio

5/2021

National Honor Society, Honors Diploma, Honor Graduate,  
Willard High School, Willard, Ohio

### Student Memberships

8/2020 – 5/2021

Student Senate Representative, Junior Class,  
Firelands Regional Medical Center School of Nursing

8/2024-Present

Student Representative, Curriculum Committee, Firelands  
Regional Medical Center School of Nursing

8/2024-Present

Student Senate Representative, Senior Class, Firelands  
Regional Medical Center School of Nursing

1/2026

A. MECHANICS

The appearance of your resume is important. How you set it up on the page can make a difference in whether or not your accomplishments are ever read. The following mechanical suggestions may be helpful.

1. Stay away from personal pronouns in your resume and do not abbreviate.
2. Use an outline form but do not include numbers, letters or dashes as category divisions.
3. Use good quality 8-1/2" x 11" bond paper in white, ivory or light beige.
4. Avoid a cluttered appearance by leaving a substantial margin of 3/4" on all sides.
5. Try to get the essential facts on one page and remember that most people who read resumes read them hurriedly.
6. Make absolutely sure you have no typos, misspelled words, or slang (many executives have said they would not hire a candidate who had a typo in their resume).
  - Have another detail-oriented person proofread your resume
  - Take a timeout-take a break and return to your resume with a fresh set of eyes
  - Print a copy for proofing
  - Read it aloud
7. If your resume exceeds one page, repeat your full name on the top left-hand corner with the page number directly beneath it.

B. COVER LETTERS

Your cover letter can be even more important than your resume because it is read first. The purpose is to interest the reader in you as a prospective associate and therefore it should be a very positive presentation. It should be brief, precise and typed in a business letter style on stationery/paper that matches your resume.

There are three functions the letter serves: 1) it introduces you, 2) discusses your qualifications and 3) requests an interview.

Your first paragraph should state your reason for writing, the nursing school you attend, when you are available to work, your graduation date and why you are interested in this facility. These introductory remarks can be made in two or three sentences.

Your second paragraph is the body of your letter. This is where you can "sell yourself" to the employer. You can do this by elaborating on those qualifications that you think are most significant to the individual who will be reading your letter. You may wish to highlight or amplify your resume by indicating grades, work experience or special interests that may correlate with the employer's needs.

The third or final paragraph should anticipate a positive response from your reader. Start out the paragraph by stating that you are available to meet with the employer at his/her convenience. Conclude by thanking him/her for his/her consideration and let him/her know that you are looking forward to a reply.

**The best cover letters are individualized.**

C. THANK YOU LETTERS

Regardless of what you expect as the outcome from the interview, send a letter thanking the employer for his or her time. Refer to the positive aspects of the interview, perhaps mentioning a particular topic you discussed

Confirm your interest in the position and again refer to how your background could be utilized by the employer. Not only is a thank you letter an indication of good manners, but it is also an opportunity for you to demonstrate your communication skills.

**COVER LETTER**

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Date

Your Name  
Number, Street, Apt or P. O. Box  
City, State, Zip

Name of other party  
Title  
Institution  
Number, Street or P. O. Box  
City, State, Zip

Dear Title or Name:

I plan to graduate from the Firelands Regional Medical Center School of Nursing on \_\_\_\_\_  
and I am seeking employment. I plan to take the licensure examination for registered nursing on  
\_\_\_\_\_. (Do not abbreviate the month)

I am applying to your (hospital, agency, practice, etc.) because \_\_\_\_\_,  
\_\_\_\_\_ setting, especially \_\_\_\_\_ unit.

I am looking forward to hearing from you and can be reached at (telephone number, address). My resume is enclosed.

Yours very truly,

(First, Middle Initial, Last Name)

Encl.

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**LETTER OF RESIGNATION**

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Date

Your Name  
Position, Title  
Number, Street, Apt or P. O. Box  
City, State, Zip

Name of other party  
Title  
Institution  
Number, Street or P. O. Box  
City, State, Zip

Dear Title or Name: \_\_\_\_\_

It is with regret that I must submit my resignation from \_\_\_\_\_  
At this time I am leaving because\_\_\_\_\_. I have been employed at (hospital, agency, office, practice) since  
\_\_\_\_\_and I have enjoyed my association, especially with my co-workers and of course, my patients.

Sincerely,

(First, Middle Initial, Last Name)

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**ASSIGNMENT:**

**Objective: Create a letter of application (cover letter), resignation, and resume for a position as a staff nurse.**

**Create a personalized resume, cover letter and letter of resignation. You may utilize Artificial Intelligence for this assignment, however make sure to check your document for accuracy prior to submitting. The three assigned documents are due in the Z- Ch. 4 Edvance360 dropbox on 1/26/2026 at 0800 (1.5H)**

**The examples you have been given are meant to be examples only. In order to receive credit for the entire 1.5H you will need to develop your own verbiage, etc. for the assignment.**

**ar**