

STEVI WARD

152 Whittlesey Ave, Norwalk, OH, 44857
567-224-5604
stevi.adele@yahoo.com

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

COVER LETTER

1/23/26

Stevi Ward
152 Whittlesey Ave
Norwalk, Ohio, 44857

Nurse Recruitment
Fisher Titus Medical Center
272 Benedict Ave
Norwalk, Ohio, 44857

Dear Nurse Recruiter,

I plan to graduate from the Firelands Regional Medical Center School of Nursing on May 1, 2026 and I am seeking employment. I plan to take the licensure examination for registered nursing in May of 2026.

I am applying to your hospital because of its strong reputation for patient-centered care and commitment for serving the local community. During my clinical and work experiences, I have developed strong assessment, communication, and time-management skills while providing safe and compassionate care to diverse patient populations. I have worked as a point of care technician at Fisher Titus Medical Center for 3 ½ years. I prefer to work in an acute care hospital setting, especially on the Medical-Surgical unit.

I am looking forward to hearing from you and can be reached at 567-224-5604. Thank you for your time, my resume is enclosed.

Yours very truly,

Stevi A. Ward

LETTER OF RESIGNATION

1/23/25

Stevi Ward
152 Whittlesey Ave
Norwalk, Ohio, 44857

Fisher Titus Medical Center
Point of Care Technician
272 Benedict Ave
Norwalk, Ohio, 44857

Dear Kelsie Kunisch,

It is with regret that I must submit my resignation from as a Point of Care Technician at Fisher Titus Medical Center. At this time, I am leaving to focus on completing my nursing education and prepare for the next step in my professional career. I have been employed at Fisher Titus Medical Center since August of 2022 and I have enjoyed my association, especially with my co-workers and of course, my patients.

Sincerely,

Stevi A. Ward

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.

01/2026

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