COVER LETTER

January 24, 2026

Leah Marie Shelley
3713 Hull Road
Huron, Ohio, 44839

Nurse Hiring Manager
Firelands Regional Medical Center
1111 Hayes Avenue
Sandusky, Ohio 44870

Dear Nurse Hiring Manager,

I plan to graduate from the Firelands Regional Medical Center School of Nursing on May 1, 2026, and I am seeking employment as a staff registered nurse. I plan to take the licensure examination for registered nursing as soon as I receive my Authorization to Test and am available to begin employment upon graduation.

I am applying to Firelands Regional Medical Center because of my strong connection to the organization and my experience working within the hospital environment. I prefer to work in a medical-surgical setting, particularly on the Medical-Surgical unit (3 Tower), as I believe it provides an excellent foundation for professional growth and patient-centered care. I am especially drawn to Firelands because I believe we share a common goal of meeting patients where they are and supporting both physical and emotional well-being. My background as a registered and certified yoga instructor and educator has strengthened my ability to communicate clearly, provide patient education, and foster trust through compassionate, individualized care.

I am available to meet at your convenience. I can be reached at (567-213-1248, leahshelley083@gmail.com). Thank you for your time and consideration, my resume is enclosed and I look forward to hearing from you.

Yours very truly,

Leah Marie Shelley

Encl.

Leah Marie Shelley

3713 Hull Road, Huron, Ohio 44839
567-213-1248
Leahshelley083@gmail.com

Career Objective

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

General Qualifications

CPR Certified
Course in Critical Care Management
Experience in Venipuncture and IV therapy
Team Leading Management
Registered and Certified Yoga Instructor
ODH Online Hearing Screening Training
ODH Online Vision Screening Training
ACS Stop the Bleed Course

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)
12/2005	Bachelor of Science in Education, Integrated Language Arts Bowling Green State University, Bowling Green, Ohio
6/2001	Diploma, Bellevue Senior High School, Bellevue, Ohio

Experience

6/2023 – Present	Environmental Services, Firelands Regional Medical Center, Sandusky, Ohio
1/2019 – 8/2024	Certified Yoga Instructor, Maple City Health Club, Norwalk, Ohio
8/2018 – 6/2023	Substitute Teacher, Rachel Wixey & Associates, Maumee, Ohio
8/2018 – 8/2019	Certified Yoga Instructor, Hartman Fitness, Bellevue, Ohio
5/2016 – 5/2018	Certified Yoga Instructor, H-Fit, Lynden, Washington

Honors

10/2024	Student Nurse Oncology Scholarship, CLE Oncology Board of Directors
8/2025	Dr. and Mrs. Kyung H. Kim Memorial Scholarship, Firelands Regional Medical Center School of Nursing
12/2025	Providence Hospital / Firelands Regional Medical Center School of Nursing Alumni Scholarship
12/2025	Edward J. and Doris Daly Baxter Scholarship, Firelands Regional Medical Center School of Nursing