

*Deborah Munro  
0418 616 335  
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Copacabana NSW 2251*

**27 November 2024**

*Selina Lie  
Thompson Healthcare  
45 Hillview Street  
Woy Woy NSW 2256*

Dear Selina,

**Re: Nursing Assistant**

I would like to apply for a Nursing Assistant position at Hillview House in Woy Woy NSW. I am looking for a permanent part-time or casual role and I'm confident that I am a great match for the role and can use my skills, experience and attributes to help Thompson Health Care to reach its goals.

I am nearing completion of my Certificate III in Individual Support (Aging and Disability) at Gosford TAFE (6 month fulltime course). The finish date is December 6<sup>th</sup> 2024. I would be available to start work any time after that date. I have also applied to complete my Certificate IV in Aging Support starting February 2025 one day a week for 20 weeks.

Due to my time as a nurse I am extremely proficient at liaising between patients, managing customer care and maintaining high levels of confidentiality.

I have excellent time management and organisational skills, as well as strong interpersonal and communication skills.

I welcome the opportunity to speak with you in more detail about this position and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

**Yours sincerely,**

**Deborah Munro**

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# Deborah Munro

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## Key skills

- Familiar with Medical terminology
- OH&S
- Computer skills
- Accounting skills
- Organised
- Detail-orientated
- Great communication skills
- Multi-tasker
- Great work ethic
- Warm, friendly team member

## Education

Certificate III Individual Support (Aging & Disability)  
Gosford TAFE  
July 2024 – Dec 2024  
Currently Week 18 of 19

Bachelor of Nursing  
Northland Polytechnic  
New Zealand  
Graduated 1986

## Summary

I am soon to complete my Cert III Individual Support on 6<sup>th</sup> December 2024.  
I have 15 years nursing experience in the surgical and acute-care area as a Registered Nurse.  
I'm a highly organised, enthusiastic worker with 19 years of management experience ensuring the smooth running of our company office reception.

## Career History

### Support Worker Practical Experience (Student):

Blue Wave Living, Woy Woy NSW

- 24.09.24 to 04.11.24
- 19.11.24 to 29.11.24

### Business Owner / Director

2002 – 2021

- Insulation Contracting & Wholesale Company.

#### Key responsibilities

- Responsible for all Record keeping, bookkeeping, OH&S, payroll, Invoicing, Purchasing, Credit Accounts & Debt Recovery

#### Achievements

- Contributed to building a successful company in Sydney, which employed 14-20 people and supplied insulation products around NSW to over 500 customers.
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### Registered Nurse

1999 - 2001	Westmead Private Hospital – RN PPT – Recovery Unit
1996 – 2000	Sutherland Hospital – RN PPT 6 bed ICU/9 bed CCU
1998 - 1999	North Shore Private Hospital – RN PPT 16 bed Recovery Unit
1991 – 1992	Sutherland Hospital – Acting Nurse Manager, 12 bed Recovery Unit
1989 - 1988	Sutherland Hospital – Recovery and Intensive Care
1988 - 1989	Westmead Public Hospital – Orthopaedic Ward
1987 - 1988	Waikato Hospital NZ – 12-month Orientation Program

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**References** – Available on request