

To whom it may concern,

Please accept this letter and the accompanying resume as my application for the Nursing Fellowship Program. I have had previous experience in education, working as a trainee Child Educator at Early Expressions Camden, where I started my Cert 3 in Child Education but have since stopped this training in a switch of interests to a Bachelor Course of Bachelor of Nursing/Bachelor of Business Administration at ACU North Sydney Campus, starting March 2021. I have excellent communication skills, listening skills and people skills. I am a reliable and trustworthy person. During the Current Global Pandemic, I took the opportunity given by NSW Government and underwent a Fee-Free Tafe Short Course during the 2021 Uni holiday period. The course I completed was Statement of Attainment in Medical Administration.

I am a proactive person who can work alone or as part of a team. I am able and willing to follow instructions; I am a fast learner and flexible and adaptable to change. I have a high degree of excellent work ethic and drive. And pride me on being well presented, approachable and friendly. I aim to present a fun and positive attitude towards work at all times.

Enclosed are my resume and a reference for your review

Yours sincerely  
Hannah Fielding

## CONTACT

0438303713

hannah.fielding@icloud.com

D.O.B: 07/06/2002

## CERTIFICATES

First Aid

CPR

Infection Control Training  
- COVID 19

Hand Hygiene Allied  
Health Online Learning  
Module

## INTERESTS

Sports

Care for others

Education

Health

Volunteer work

## PERSONAL SKILLS

Commitment & Dedication

Collaborative Team  
Member

Reliable

Honest

# HANNAH FIELDING

2nd Year Bachelor of Nursing/Bachelor of  
Business Administration Student

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## PERSONAL PROFILE

I am a current Nursing and Business Administration Student. With current experience in caring for paediatrics at a school level.

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## WORK EXPERIENCE

### LOCAL CATHOLIC SCHOOL

*school first aid officer 2021-Current*

- Assess and care for sick and injured students
- Routinely administer several medications

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*school first aid officer 2021*

- Assess and care for sick and injured students
- Routinely administer several medications

### CHILD CARE EDUCATOR

*Nov 2020 – Feb 2021*

Child Education – Care for children – Child Safety –

### BABYSITTER

*2017- Current*

Care for children

### VOLUNTEER - HOCKEY CANTEEN

*2017-2020*

Food/meal production – Customer Service – Working as a team – Money handling.

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## EDUCATION

### ST BENEDICT'S COLLEGE ORAN PARK

*completed year HSC - 2015-2020*

### AUSTRALIAN CATHOLIC UNIVERSITY

*Currently studying a Bachelor of Nursing/Bachelor of Business Administration*

*2021-Current*

### NSW TAFE

*Statement of Attainment in Medical Administration.*

*2021*

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2 February 2021

To Whom It May Concern,

It is with great pleasure that I write this reference for Hannah Fielding. Hannah has been at Early Expressions Childcare for 4 months upon a commencement of a childcare traineeship. From October 2020 through to end of January 2021 she cared for and educated the children, predominantly of the ages of 3 years to 5 years, 5 days a week. Hannah commenced studying her Certificate III in Children's Services, before accepting a University placement.

Hannah is always in tune with the children and she cares for them in a loving and individual way that makes them feel safe and secure. The children's needs are always Hannah's priority, and she attends to their needs in a positive way that ensures the children feel valued, respected and happy. Hannah always has a smile on her face and her warm nurturing nature shines through in everything she does.

Hannah is a fun, creative individual that is flexible to the environment and to the needs of the children and others.

As a team member Hannah is aware of the responsibilities and completes them independently, she is always respectful of others and maintains a professional relationship. She continually displays honesty, patience and dedication as a team member within our team. Hannah has built lovely relationships with the EE families and she always listens to and responds to family members in a friendly way that reflects a genuine interest in the children.

Hannah has been reliable, focused and always willing to participate and grow in her role as an educator. Please feel free to contact me for any further information.

Yours Sincerely,

Amelia Ferguson  
(Approved Provider)