

Ivy Ferris
11-13 James Street
Hill Top 2575
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Dear Thompson Health Care Team

I am writing to apply for the Assistant in Nursing (AIN)/Nursing Assistant position at Bowral House as advertised on the Thompson Healthcare website.

I am currently completing my Year 12 studies and entering my second year in Certificate III in Health Services Assistance training. Over the past twelve months I successfully completed 70 hours of clinical placement in both a medical and surgical wards at Bowral District Hospital, which I enjoyed immensely.

My goal is to gain further experience, skills and knowledge in the nursing career pathway and believe that working in aged care would strengthen my skills as an assistant nurse. I am a personable, caring and goal driven individual and believe that I would be a valuable asset to the team and organisation.

As I am currently still attending full time school for Year 12, part time/casual would be the best suitable position.

I am looking forward to hearing from you.

Kind regards,

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SKILLS

I am a hardworking, friendly person who enjoys the social aspect of work and loves meeting new people and gaining new skills. I am interested in making a difference in individuals' lives and helping people feel better.

EMPLOYMENT HISTORY

Picton Social, 135-139 Argyle St, Picton NSW 2571 – Waitress

September 2022 – March 2023

- Taking orders and serving food
- Cleaning
- Food preparation
- Restocking
- Milkshake and cold drink making
- Customer service
- Kitchen hand
- Working till

The Shaggy Cow, 112 Main St, Mittagong NSW 2575 – Kitchen Hand

March 2023 – November 2023

- Assisting Head Chef during service
- Food preparation
- Cleaning
- Customer Service

Espresso Lane, 117 Remembrance Driveway, Tahmoor NSW 2573 – Barista

April 2024 – current

- Taking orders and serving food
- Cleaning
- Food preparation
- Restocking

- Milkshake and cold drink making
- Customer service
- Kitchen hand
- Working till
- Making coffee and hot drinks

EDUCATION

Picton High School – *Secondary*

January 2020 – Present 480 Argyle St, Picton NSW 2571

Currently in Year 12

Currently in 2nd year of studying Certificate III in Health Services Assistance (Nursing in an acute care environment)

- Completed over 70 hours of clinical placement in a medical and surgical ward at Bowral District Hospital.

Unit of competency completed in course so far

- Work Health and Safety
- Infection Control
- First Aid certification
- Fire evacuation certification
- Communication in the workplace
- Work with diverse people
- Promote cultural safety for aboriginal and torres strait islander
- Medical terminology

Skills completed on placement

- Observing vital signs
- Takings and recording blood sugar levels
- Personal care/support
- Assisting patients with all activities of daily living
- Assist with food and drink
- Linen change
- Assist with patient mobility
- Completing nursing progress notes
- Pressure injury care

