

Samantha Drake

Objective

I am seeking a position as a nursing assistant.

Education

2005 - Present Somewhere High School Somewhere, GA

College Preparatory Diploma

- Spanish: Three Years
- Healthcare
- Biology

Interests and Activities

I enjoy going to church and going on trips with the youth group. I also enjoy dancing and spending time with my family and friends. I enjoy most volunteering at the nursing home.

Languages

Spanish and English

Work experience

2005-Present Dr. Paula Deen Waco, GA

Receptionist

- Answered multi-line phones, filing, scheduling appointments, and checking in and out patients.

Volunteer experience

I have volunteered for 3 years at the Good Hope Center for the elderly, changing bedding, playing games, helping to clean rooms and serve meals, and best of all spending time with really great people.

Hobbies

My hobbies include volunteering, dancing, shopping, swimming, hanging out with family and friends.

Skills

I have computer experience with Excel, PowerPoint, Microsoft Publisher, and Word. I have great people skills, and wonderful communication skills.

667 Park Place
Broadway, NY 10000
770-900-1111

February 12, 2008

To whom it may concern,

I am interested in working as a nursing assistant in your hospital. I am currently a volunteer for a nursing home. I have three years of experience to offer you. I enclose my resume as a first step in exploring the possibilities of employment with the ABC Company.

In my current volunteer position, I am responsible for changing bedding, setting up games and organizing the schedule for room cleaning. In addition, I work part time for a doctor's office in order to attain more experience in the medical field.

As a nursing assistant with your hospital, I would bring focus, initiative, and a positive attitude to the environment. Furthermore, I work well with others, and I am experienced in helping people.

I appreciate you taking the time to consider me for this position. Please feel free to call me at your earliest convenience with any further questions or to set up an interview. Thank you for your consideration.

Sincerely,

Samantha Drake