

Jiara Martins

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Isabelle XYZ

Director Branding

63 Ivy Road

ABC Company, GA, USA

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Dear Hiring Manager,

I'm reaching out to you about your recent opening for a [Position applied for] position at [Name of company]. I started my nursing career 24 years ago in medical and surgical wards in India where I initially gained experience in cardiac ICU, cardiac catheterization units, nephrology, and orthopedics alongside various managerial responsibilities.

My primary job responsibilities in my current role are to coordinate activities for a surgical ward, often being in charge of making suggestions and plans to improve ward function as per the standards of health and safety guidelines. Expert at providing pre and post-operative care, this also enables me to act as a bridge between the two types of care. With my knowledge in both areas, I can provide clinical expertise to promote high standards of patient care. Capable of working with responsibility and maintaining patient confidentiality makes me a trustworthy member of a dedicated team.

Equipped with flexibility, adaptability, and competency to deal with all types of stressful circumstances. Excel in prioritizing workload and delegating activities as per individual developmental needs. Being the aspiring and diligent professional that I am, I pursue all opportunities to expand my professional knowledge through continuous professional development activities in endoscopy. Professional endoscopy training as well as my recent completion of the Edward Jenner program in leadership helps me in providing suggestions in audits and team meetings

With my exceptional interpersonal skills, I can work well as part of a team and also have the motivation to work independently. My passion for this field helps me to stay updated on all new safety guidelines and to adhere rules and regulations at all times. I have the ability to adapt quickly to a changing environment and to switch priorities when necessary. I also have excellent time management and organizational skills needed to manage work pressure and deadlines.

It will be great if we schedule a call next week to talk about how I could use my skills to provide better care and service for people in need!

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