Latoya Simmons, LPN

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Ohio Living Westminster-Thurber
Columbus, OH

Re: LPN, Short-Term Rehabilitation (Evening Shift)

Dear Hiring Manager,

Your posting for an evening LPN on the short-term rehab unit asks for IV therapy authorization and experience with hospital transfers. Both describe my current job. For three and a half years I have been the evening charge nurse on a 32-bed post-acute rehab unit at Brookhaven Health and Rehabilitation, and I hold an active Ohio LPN license with IV therapy authorization.

Most of my shift is admissions and med passes. I carry 16 residents, run two passes in PointClickCare, and take in five to seven hospital transfers a week. Reconciliation is where I slow down. Last spring a resident arrived with warfarin listed twice, once by brand and once by generic name. I held the second dose and called the attending, and our DON added an anticoagulant double-check to every admission. I also hang IV hydration for several residents each shift and do wound vac changes with our wound nurse.

Before rehab I spent almost two years on a long-term care hall at Maple Ridge Care Center, passing meds for 28 residents, and I started as an STNA while in practical nursing school at Columbus State. I remember what a good handoff felt like from the aide's side, so I give my STNAs a clear assignment at the start of the shift and check in with each of them halfway through.

I would welcome the chance to shadow an evening shift or meet with your director of nursing. I am available any weekday before 2 p.m. at (614) 555-0142.

Sincerely,

Latoya Simmons, LPN