**Madison Jones**

(352) 555-1234 ● mjones@ufl.edu ● mj.wordpress.com

Local Address: Home Address:

123 Gator Lane 456 Lightning Ave

Gainesville, FL, 32611 Tampa, FL 33777

October 10, 2015

Kimberley Johnson, Southeast Recruiter

Generic Hospital ER

750 Headquarters Parkway, Suite 123

Research, FL 32333

Job ID: 999999

Dear Ms. Johnson,

In May 2016, after two years of practical training as a graduate student at the University of Florida, I will be graduating with a Master of Science in Physician Assistant Studies. I recently learned about the Emergency Medicine Physician Assistant position from Alberta Lagator, the Director of the Generic Hospital ER and a great mentor of mine. I strongly believe that my practical training and technical skills in emergency room settings qualifies me for this position.

As a graduate student, I had the opportunity to spend several weeks in UF Health’s Emergency Room under the guidance and supervision of Dr. Smith. In this setting, I developed and enhanced my skills necessary to serve in an emergency room setting. I performed typical emergency room procedures such as laceration repairs, incisions and drainages, lumbar punctures, fracture dislocations, and reductions. By ordering and interpreting laboratory diagnostic tests, I was able to determine different diagnoses and efficiently provide quality patient care. Through these experiences, I refined my skills in building rapport with patients and educated them on next steps in recovery. My medical skills in the emergency room coupled with my caring bedside manner have prepared me for the Emergency Medicine Physician Assistant position at Generic Hospital ER.

I am confident that I would be a valuable addition to Generic Hospital ER. In my research, I found that Generic Hospital ER recently won the Delmarva Award for Quality Improvement in Hospitals. As a member of the American Academy of Physician Assistants and the recipient of the Alec Courtelis Award, I am eager to be a part of an organization that actively strives for greatness. My ability to work well with patients and other health care providers will allow me to contribute to the culture described in Generic Hospital’s motto, “Excellence Inside and Out.”

As a proven Physician Assistant with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at mjones@ufl.edu. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

*Madison Jones*

Madison Jones

**MADISON JONES**

(352) 555-1234 ● 123 Gator Lane, Gainesville, FL, 32611 ● mjones@ufl.edu

**EDUCATION**

**Master of Science in Physician Assistant Studies** May 2016

University of Florida Gainesville, FL

Thesis: Effectiveness of a Community-Based Hepatitis C Awareness Campaign

**Bachelor of Science in Health Sciences**  May 2010

University of South Florida Tampa, FL

Minor: Spanish

GPA: 3.5/4.0

**CERTIFICATIONS**

NCCPA Certification June 2015

**CLINICAL ROTATIONS**

Surgery: 6 weeks North Florida Regional Health Center, *Gainesville, FL* Fall 2015

Pediatrics: 6 weeks UF Health, *Gainesville, FL* Spring 2015

**SKILLS AND KNOWLEDGE**

Venipuncture, initiation of intravenous infusions, placement of NG tubes, obtaining and interpretation of EKGs, aseptic and isolation techniques, collection of cultures, arterial blood draws, CPR, placement of catheters, Papanicolaou cytology smears, wound care and dressing changes, closure of wounds via suture, staples, and dermabond, administration and prescription of medications.

**RELEVANT EXPERIENCE**

**Life South Community Blood Center** Gainesville, FL

*Senior Technician* July 2012-May 2015

Coordinated bone marrow and rare blood donor drives with 10 staff members. Performed venipuncture for whole blood/sample collection. Screened donors for medical history, took vital signs, and performed hematocrit testing. Supervised and trained new staff members on procedures including post drive summary, donor health reports, data entry, and post-donation evaluation.

**OTHER EXPERIENCE**

**UF Pre-Physician Assistant Association** Gainesville, FL

*Marketing Chair* May 2014 – Aug. 2015

Performed marketing and promotional activities for annual convention. Managed and planned an operating budget of $1.5 million, consisting of equipment and facilities. Developed marketing campaign for annual conference, resulting in 30% overall increase in attendance.

**VOLUNTEER EXPERIENCE**

**Camp Boggy Creek** Eustis, FL

*Camp Counselor* Apr. 2012-Aug. 2013

Supervised 15 children with physical disabilities at an overnight camp. Facilitated crafts, games, and activities with campers ages 5-13. Modified physical activities to effectively meet the needs and abilities of the campers.

**HONORS AND AWARDS**

**Alec Courtelis Award Recipient ($3,000)** November 2014

Awarded to three international graduate students demonstrating academic excellence

**PROFESSIONAL MEMBERSHIPS**

American Academy of Physician’s Assistants August 2015-present