**Education**

**Shawnee State University (SSU)** – Portsmouth OH Expected Graduation: May 2021

*Associates of Applied Science in Respiratory Therapy*

* GPA 3.8
* President’s List (2 semesters)
* Dean’s List (2 semesters)

**Certifications**

*Basic Life Support* November 2019 – November 2021

*Pediatric Advanced Life Support*      July 2020 – July 2022

**Clinical Experience**

**Genesis Oxygen & Home Health Equipment** – New Boston, OH  August 2020 – March 2021

**King’s Daughters Medical Center** – Ashland, KY  May 2020 – March 2021

**Southern Ohio Medical Center (SOMC)** – Portsmouth, OH   March 2020 – March 2021

* Conducted patient assessments by collecting information such as pulmonary history, respiratory pattern, mental status, surgical history, breath sounds, cough, level of activity, and chest X-ray (CXR)
* Administered medicated aerosol therapy
* Performed ABG sampling and electrocardiogram interpretations
* Executed ventilator initiation and management with brands such as Medtronic Puritan Bennett™ 980, Hamilton G5, and GE Carescape™\* R860 Ventilator

**Work Experience**

**SSU Children’s Learning Center** – Portsmouth, OH October 2018 – April 2020

*Teachers Assistant*

* Supervised/monitored nearly 10 students within ages 1-5
* Assisted with classroom tasks such as creating, preparing, and distributing materials
* Provided supplemental instruction to children as needed
* Prepared food following proper guidelines and according to students’ dietary restrictions

**Lucasville Giovanni’s** – Lucasville, OH                                               April 2014 – January 2019

*Kitchen/Server*

* Greeted customers and processed their transactions with various forms of payment through cash register
* Collected and served food and drink orders in-person and via phone
* Maintained a clean and safe environment

**Campus Involvement and Community Service**

SSU Weekend of Welcome January 2020

Cystic Fibrosis Walk                                        October 2019

SSU Health Fair  October 2019

SOMC Air it Up                        April 2019

American Red Cross Blood Drive  February 2019

**References**

Amy France

*Director of SSU Respiratory Therapy Program*

**Shawnee State University**

(740) 351-3240

afrance@shawnee.edu

Lee Anne Pate

*Clinical Coordinator for SSU Respiratory Therapy Program*

**Shawnee State University**

(740) 351-3235

[lpate@shawnee.edu](mailto:lpate@shawnee.edu)

Name

*Title*

**Place of Employment**

Phone

Email

February 4, 2021

Jaime Watts

Columbus Hospital Medical Center

123 Radiology Drive

Columbus, Ohio 43204

Dear Mr. Watts,

I am writing to express interest in your Respiratory Therapist position. After coming across and reading the required qualifications listed in your advertisement on Handshake, I would like to introduce and present the reasons why I would be an excellent addition to your existing medical team at Columbus Hospital Medical Center.

I am currently enrolled in the Respiratory Therapy program at Shawnee State University, and my expected graduation date is May 2021. I feel my coursework and clinical experience has provided me with the skills needed to fulfill the position you are seeking. I am also a strong communicator and enjoy providing excellent care to patients, always aiming to make their experience and therapy as reassuring and pleasant as possible. I am highly organized and efficient, and I enjoy working in a team environment.

I would be excited for an opportunity to join the Respiratory Therapy department at Columbus Hospital Medical Center, and I am confident that I would become a valued member of your organization. Thank you for taking the time to review my letter and enclosed resume. I look forward to discussing the job requirements and my qualifications further in an interview. Please contact me by phone at (740) 351-3027, or by email at shawnebear@mymail.shawnee.edu with any questions.

Sincerely,

Shawn E. Bear

Shawn E. Bear