

**Candy Cane**  
123 Main Street  
San Jose, CA 95000  
(408) 555-1212

(no previous exp)

- Objective:** To obtain a position as a staff nurse on a newborn nursery unit.
- Experience:** Prelicensure Preceptorship  
*San Jose Hospital, Orchard Pavilion, Nursery Unit*  
San Jose, CA  
4/2003-5/2003
- Completed 128 hours of nursing care under the supervision of Sandy Chapin, R.N.
  - Gradually assumed care for full-load of newborns in well-baby nursery.
  - Implemented admit procedure for all new births during a shift.
  - Assessed knowledge level of new parents regarding care of newborn and designed education plans accordingly.
- Student Nurse  
*Santa Clara Valley Medical Center, O'Connor Hospital, El Camino Hospital, Cordilleras Mental Health Center*  
10/2001-03/2003
- Completed over 1000 hours of instructor-guided nursing care.
  - Participated in clinical rotations in the following areas: medical-surgical, newborn nursery, labor and delivery, pediatrics, gerontology and psychiatric health.
  - Gained the ability to apply the nursing process to a variety of patient care situations.
- Education:** Associate Degree in Nursing  
De Anza College  
Cupertino, CA  
June, 2003
- Licensure:** Will take NCLEX-CAT in August, 2003
- Volunteer Activities:** Flu Clinic at El Camino Hospital in Mountain View, CA  
Health Fair at De Anza College in Cupertino, CA
- References:** Provided upon request

June 17, 2003

Candy Cane  
123 Main Street  
San Jose, CA 95000  
(408) 555-1212

(no previous  
experience)

Nancy Jones, R.N.  
Manager, Nursery Unit  
San Jose Hospital  
Orchard Pavilion  
1234 Hospital Drive  
San Jose, CA 95001

Dear Ms. Jones:

I am interested in applying for a staff nurse position on your nursery unit. Attached, please find my resume for your review.

I recently completed an eight-week preceptorship at your hospital, where I was able to become familiar with the newborn nursery. I was quite impressed with the level of care that was given and feel that my organizational skills and enthusiasm for newborn care will be a good match with the unit.

I will complete my A.D.N. from De Anza College in June 2003. I maintained a 3.5 grade-point-average on a 4.0 scale.

I am available for an appointment anytime after July 21. Please let me know when you would like to schedule an interview. I can be reached at (408) 555-1212.

I look forward to meeting with you.

Sincerely,

*Candy Cane*

Candy Cane

Date

Name

Address

Address

Person

Hospital/Clinic

Address

Address

*prior exp  
non-healthcare*

Dear Ms. Person:

I recently saw your posting for the New Grad Program on AfterCollege.com. I am currently in my last rotation of nursing school at De Anza College and anticipate graduating in December 2006. I was excited to learn of this training opportunity that promotes the successful transition from new grad to professional RN.

I have over 1000 hours of hands on experience in a variety of clinical settings. I am now in my final preceptorship in the Transitional Care Unit at El Camino Hospital in Mountain View, CA. This monitored step-down unit has enabled me to focus more fully on patient care and needs while allowing me to improve my clinical skills. During the summer, I participated in the Rural California Nursing Preceptorship Program administered through the California State University at Chico. I was placed on the medical-surgical unit at Petaluma Valley Hospital. During that rotation, I was able to work on patient prioritization and time organization while performing total patient care.

Prior to pursuing a career in nursing, I worked in purchasing and in laboratory settings. This has given me a broad base of experience where I developed my skills in communication, analysis, documentation and problem solving. I believe that these skills, combined with my nursing education, would be a good match for this position.

I welcome the opportunity to discuss the program in person at your convenience. I am eager to apply my energy and enthusiasm to Hospital, and look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Name

**Name**

Address

Address

Phone:

E-mail:

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**Objective:**

To enter a new graduate training program with emphasis on a step-down unit or medical-surgical floor.

**Education:**

A.D.N., De Anza College, Cupertino, CA anticipated 12/06

B.S., Biological Sciences, University of California, Irvine, CA 12/93

**Experience:**Nursing Student Preceptorship, Transitional Care Unit

El Camino Hospital Mountain View, CA 9/06-present

- Demonstrate increasing responsibility and independence in direct patient care under the supervision of a Registered Nurse preceptor in a monitored step down unit.
- Provide intravenous therapy, nasogastric feeding, suctioning, catheter insertion, and intravenous insertion and removal.
- Interpret and evaluate laboratory data and correlate with medical diagnosis.
- Collaborate with preceptor to anticipate patient care needs and potential complications.
- Conduct in-service presentation on nurse's role in pain management.
- Communicate with physicians and other health care team members.

Rural California Nursing Preceptorship, Medical-Surgical Unit

Petaluma Valley Hospital Petaluma, CA 7/06-8/06

- Performed 150 hours of direct patient care under the supervision of a Registered Nurse in a mixed medical/surgical unit through California State University, Chico.
- Prioritized care based on patient acuity.
- Improved organization and time management skills.
- Provided discharge education and called in prescriptions to pharmacies.
- Contributed information in multi-discipline client care conferences.

Volunteer - Information Desk

El Camino Hospital Auxiliary Mountain View, CA 10/04-8/05

- Directed hospital visitors to appropriate floors and locations.
- Assisted operator in answering overflow phones and transferring calls to patient rooms.



MRO Buyer

MiLAN Technology

Sunnyvale, CA

6/00-8/03

- Purchased component parts needed for product manufacture.
- Communicated with overseas Original Equipment Manufacturer (OEM) suppliers to coordinate orders and shipments.
- Managed contract manufacturing to ensure timely delivery of manufacturing kits.
- Performed internal audits based on ISO 9000 and ISO 2000 quality standards.

Analytical Chemist

Pharmetrix, Division of TCPI

Menlo Park, CA

7/97-6/99

- Provided analytical support for the development and manufacture of transdermal drug systems including content assay, release rate and residual solvents.
- Documented results and procedures in laboratory notebooks.
- Revised and edited standard operating procedures to reflect changes and procedure updates.
- Trained new chemists on laboratory procedures and maintained laboratory equipment.

Chemist I

Inchcape Testing Services

San Jose, CA

5/94-6/97

- Extracted and analyzed soil, water and waste samples for targeted organic compounds following Environmental Protection Agency and internal protocols.
- Scheduled and tracked in-coming work through the Laboratory Information Management System.
- Performed supplies inventory and ordered all required supplies.
- Member of Safety Committee – monthly meeting where safety issues were discussed and implemented.

**Certifications:**

BLS certification



# Florence Nightingale

123 Surgical Ave #12

San Jose CA 94085

408-123-4567

Email: [florence\\_nightingale@comcast.net](mailto:florence_nightingale@comcast.net)

*no previous  
experience*

## **Objective:**

To be accepted in the New Graduate Program for Registered Nurses in the MSICU.

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## **Education:**

### **De Anza College**

- Associate Degree in Nursing. Degree anticipated in December 2006.

Relevant course work: Advanced medical surgical nursing, managerial and leadership nursing. Completion of over 1000 clinical hours in a variety of clinical settings including Medical Surgical, Pediatric, Maternal/Obstetrics and gynecology, Geriatric Med/Surg, Psychiatric Mental Health and Advanced Medical Surgical.

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## **Experience:**

- September, 2006 to present – **Prelicensure preceptorship in the Intermediate Intensive Care Unit.** Veterans Administration Palo Alto, CA.
- July, 2006 to August, 2006 – **Rural California Nursing Preceptorship Program**, California State University Chico. Completion of over 150 clinical hours in Medical/Surgical, ortho, telemetry unit. Healdsburg District Hospital, Healdsburg, CA.
- December, 2000 to present – **Student Employee Supervisor at De Anza College Bookstore.** 5 years experience in scheduling, training new employees, processing textbook orders and negotiating with book vendors.

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## **Professional Affiliation and Certification:**

- Eligible for NCLEX December, 2006
- Community Emergency Response Team workshop, hosted by Cupertino Fire Department January 2006.
- Student Nurses Organization January 2005 to present.
- American Heart Association Health Care Provider CPR, BLS current.

## **Skills:**

- Leadership and Teamwork
- Proficient at computer skills
- Interpersonal communication skills – Bilingual (Hindi and English)

**Reference available upon requests.**



November 6, 2006  
Florence Nightingale  
123 Surgical Avenue #12  
San Jose CA 94085  
florence\_nightingale@comcast.net

Amy Weich, ~~Bachelor of Science in Nursing~~ <sup>BSN</sup>  
Nurse Recruiter  
Medical Surgical Intensive Care Unit  
Good Samaritan Hospital  
2425 Samaritan Drive  
San Jose, CA 95124

Dear Ms Weich,

The accompanying resume is in response to the available job listing on your website for a Registered Nurse in the Medical Surgical Intensive Care Unit.

I am well suited for this position because I am a diligent and detail oriented person. Along with my maturity, I bring along life experiences that are applicable to nursing. While enrolled as a fulltime student I handled my responsibilities as a Student Employee Supervisor to the best of my abilities. At various occasions my manager had acknowledged how my accomplishments and my work ethic were very commendable.

My associate degree in nursing from De Anza College is part of my career upward mobility plan. This has been an intensive training program and the exposure to a variety of clinical settings has enhanced my nursing skills and critical thinking ability.

To further prepare myself as a new graduate, I have participated in the Rural California Nursing Preceptorship program. This experience has prepared me for discipline, and challenges associated with unexpected events.

The feature that attracted me most about your facility is the mission statement and philosophy for cooperative supportive working environment at The Good Samaritan. During my Advanced Medical Surgical clinical rotation at your facility last spring I was able to witness the clinical teams strong adherence to the mission and structure of your organization.

I would appreciate an opportunity to meet with you to discuss how my experience will best meet your needs. I can be contacted via telephone or email at the above listed information. I will call your office on November 25<sup>th</sup> to inquire if a meeting can be schedule at a convenient time.

Sincerely yours,

Florence Nightingale



1000 My Street  
My Town, CA 98765  
(650) 555-5555  
JaneDoe@msn.com

*SAMPLE*  
*2nd career person*  
*\* compared old*  
*job to nursing*  
*process*

November 08, 2006

Ms. Nancy Recruiter  
Nurse Recruiter  
UCLA Healthcare Human Resources  
10920 Wilshire Boulevard  
Suite 400  
Los Angeles, CA 90095

Dear Ms. Recruiter:

I found your ad on the AORN website regarding new training program for operating room nurses. I will graduate from DeAnza College's registered nurse program on Dec 13, 2006 and have a special interest in becoming an intraoperative nurse. As can be seen on my attached resume, I have dedicated over 300 hours in the perioperative unit during my preceptorships. In addition to the final quarter preceptorship at Kaiser Permanente, during the summer I volunteered to participate in an unique program sponsored by CSU at Chico called Rural California Nursing Preceptorship. I experienced the challenges of rural nursing by living remotely with a local housing provider and precepting in the local hospital in Fort Bragg, CA.

After graduation I plan to move to the greater Los Angeles area and have the desire to pursue advanced degree in nursing. UCLA Medical Center, a top ranked hospital by the U.S. News & World Report, is an attractive employer for being able to provide the working and academic environment to develop my career and education.

\* { From my earlier career in high tech, I've developed communication, critical thinking and problem solving skills that can easily apply to nursing. Software development process parallels the nursing process such that they both have requirement analysis (assessment & diagnosis), design (goals), coding (interventions), and testing (evaluation and modification). There is often teaching and training clients as well. I am confident that my maturity, previous career skills, and recent nursing education will make me an excellent nurse for your organization.

I would love to hear from you regarding the new graduate training program for operating room nurses at UCLA Medical Center. I can easily arrange to be in Los Angeles for interviews if you are interested. Thank you for reading my resume and letter and I look forward to hearing from you.

Sincerely,

*Jane Doe*

Jane Doe



# Jane Doe

1000 My Street ♦ My Town, CA 98765 ♦ Cell: (650) 555-5555 ♦ Email: [JaneDoe@msn.com](mailto:JaneDoe@msn.com)

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## OBJECTIVE

To obtain a position in a Perioperative Registered Nursing New Graduate Program

## EDUCATION

Associate of Science in Nursing, De Anza College, December 2006	Cupertino, CA
Master of Science in Computer Science, The Johns Hopkins University, 1990	Baltimore, MD
Bachelor of Arts in Computer Science/Mathematics, Goucher College, 1986	Towson, MD

## PERIOPERATIVE EXPERIENCE

### Kaiser Permanente Hospital

Santa Clara, CA 9/06 – 11/06  
Final Quarter Preceptorship

### Mendocino Coast District Hospital

Fort Bragg, CA 7/06 – 8/06  
Rural California Nursing Preceptorship

- Completed over 300 hours in the perioperative unit under the supervision of RN preceptors.
- Conducted patient preoperative interviews.
- Assessed patients before surgery, in the operating room, and in recovery.
- Performed IV insertion and removal, Foley catheter insertion and removal, surgical skin preparation.
- Assisted circulator nurses and scrub techs in positioning the patients, opening supplies onto the sterile field, passing sterile supplies, pouring sterile fluids, gowning and gloving the surgeons, and tracking counts on sponges and needles.
- Assisted surgeons during surgery by holding retractors and suctioning.
- Presented in-service on products for normalizing temperature for surgical patients.
- Translated for Mandarin speaking patients.

## COMPUTER SOFTWARE EXPERIENCE

### Software Engineer/Programmer

Trans World Xinks, Taipei, Taiwan (2002-2003)	Electron Economy, Cupertino, CA (2000-2001)
Siebel Systems, San Mateo, CA (1996-2000)	C.ATS Software, Palo Alto, CA (1995-1996)
TRW Financial Systems, Oakland CA (1991-1995)	Bell Atlantic, Silver Spring, MD (1987-1991)

- Interviewed clients to determine the requirements for software solutions.
- Designed database tables to ensure data accuracy and eliminate data redundancy.
- Analyzed requirements and developed software code.
- Supported quality assurance team during in-house and onsite software testing in Holland.
- Managed minor releases of software from specification, scheduling, coding, to testing.
- Led junior software programmers.



### **PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS**

- Advanced Cardiac Life Support – Current
- Pediatric Advanced Life Support – Current
- Basic Life Support/Cardiopulmonary Resuscitation Certification – Current
- Association of Perioperative Registered Nurses

### **VOLUNTEER EXPERIENCE**

- Stanford Hospital, Palo Alto, CA (2001) – provided reception services in surgery waiting area.
- El Camino Hospital, Mountain View, CA (2005) – checked blood pressure at community events.

November 9, 2006

James Page  
677 Amway Place  
Milpitas, CA 95035  
(408) 555-8445  
[jpage@yahoo.com](mailto:jpage@yahoo.com)

SAMPLE

Ms. Ann Corby  
Nurse Recruiter  
Good Sense Hospital  
2425 Sense Drive  
San Jose, CA 95154

Dear Ms. Corby:

I am applying for the Operating Room/PACU RN position you recently had posted in your company website. I will be graduating from De Anza College with an Associate of Science in Nursing this December. From my resume, you will see that my various experiences qualify me as a good candidate for the position.

My nursing education at De Anza College has involved over 1000 hours of extensive clinical experience in patient care from a variety of settings. My clinical experience culminated in a prelicensure preceptorship in the area of perioperative nursing. My perioperative preceptorship gave me experience in doing admit interviews, pre-operative assessments and IV insertions while in the Pre-operative Unit. I also inserted Foley catheters and performed surgical prep procedures in the OR. In the PACU, I assessed and helped manage patient's pain while they were recovering. This experience has increased my communication skills and increased my knowledge of post-operative care and pain management.

Previous Job { In addition to my nursing skills, my previous work experiences have given me the opportunity to gain management skills and the pleasure of being selected as a team member in various projects that involved company expansion and improvement. I am a conscientious worker and a responsible person. I have extensive experience working in a team environment and consider myself a team player.

Please feel free to contact me at the information above if you need further information. I will contact you in the next 7-10 days to follow up. I look forward to hearing from you soon and I welcome the opportunity to discuss this position with you in person at your convenience.

Thank you for your time.

Sincerely,

James Page  
Enclosure – James Page Resume

Name  
Address  
Phone Number

**OBJECTIVE:**

To obtain a position in the field of Respiratory Therapy with opportunity for advancement.

**EDUCATION:**

1994-1996 California Paramedical and Technical College, Riverside, CA  
Respiratory Therapy Program

1992-1994 Riverside Community College, Riverside, CA  
Biology Major

1989-1992 Valley View High School, Moreno Valley, CA  
Advanced Placement Classes

**COURSE WORK:**

Oxygen Administration  
Aerosol and Humidity Therapy  
Arterial Blood Gas Sampling  
IPPB Therapy  
Postural Drainage and Percussion  
Incentive Spirometry  
Electrocardiogram  
Pulmonary Function Testing  
① Patient Assessment  
② Cardiopulmonary Resuscitation  
Pharmacology  
Mechanical Ventilation

✓ Basic Anatomy and Physiology  
Airway Management  
Cardiopulmonary Diagnostics  
Medical Gas Therapy  
Arterial Blood Gases  
✓ Adult Pathophysiology  
Basic Sciences  
Rehabilitation and Home Care  
Pediatric/Neonatal Care  
Hyperinflation Therapy  
Patient Psychology/Ethics

*Preceptorship*

**CLINICAL SITES:**

San Bernardino Community Hospital, San Bernardino, CA; Parkview Community Hospital, Riverside, CA; Reece Canyon Rehabilitation Center, Colton, CA; Tustin Hospital, Tustin, CA; Inland Valley Medical Center, Wildomar, CA; Brea Community Hospital, Brea, CA

Experience with Servo 900C, Bear III, Infrasonic Adult Star, Puritan Bennett 7200 ventilators. Performed ABCs, EKGs, CPTs, ET and NT suctioning, bronchoscopy, obtained sputum cultures; administered IPPB, HHN, and oxygen therapy; performed neonatal respiratory therapy and trach care. Certified in CPR and ACLS.

**WORK HISTORY:**

6/93-8/95 Kevin N. Ganage, M.D., Moreno Valley, CA  
Medical Biller/Medical Assistant. Performed EKGs, PFTs, Holter Monitors, and Patient Assessment. Operated CBC machine. Data entry, telecommunication operator.

**SKILLS:**

Multi lingual (English, Filipino: Tagalog, Ilonggo); Computer Operation (MS DOS, Windows, Macintosh OS, Microsoft Word, Word Perfect, Lotus 1-2-3); Typing (35-40 wpm), Heavy 10-Key

**REFERENCES:**

Available upon request.

*note: this  
does not  
necessarily meet  
the criteria  
grade upon —  
just another  
format for  
ideas  
(for SNs who  
lack other  
experience)*



Nancy Nurse  
1840 Easy Street  
Los Altos Hills, CA 94025

previous jobs

## CAREER OBJECTIVE

Staff Register Nurse on a Telemetry or Medical-Surgical Unit.

## PROFESSIONAL PROFILE

- ♦ Solid theoretical understanding of the nursing process.
- ♦ Integrated understanding and utilization of body systems within the clinical practice; ability to identify potential complications.
- ♦ Exceptional oral, written and interpersonal communication skills; effective team player.
- ♦ Effective problem solving and organizational skills; work well under pressure.
- ♦ Reputation for excellence in client relations, generating trust and rapport; ability to anticipate client needs.

## PROFESSIONAL EXPERIENCE

Prelicensure Preceptorship—Completed 178 hours on Telemetry Unit at El Camino Hospital Mountain View, California.

- ♦ provided total nursing care for full patient load.
- ♦ assessed body systems communication changes in patient condition to physician and other team members.
- ♦ monitored ECGs.
- ♦ provided preoperative, postoperative and discharge teaching.

Critical Thinking—Effectively prioritized and delegated tasks during crisis situations while precepting on Telemetry Unit.

Educator/Instructor—Conducted diabetic testing and provided information to clients regarding nutrition, exercise and health management.

Organization—Successfully initiated, budgeted and managed day care business for seven years.

Management/Supervisor—Coordinated, directed and supervised educational and recreational activities for up to twelve children.

## LICENSURE/CERTIFICATIONS/TRAINING

California Registered Nurse, May 1996

Blood glucose testing certified, January 1996

Intravenous therapy training, February 1996

Basic Life Support certified, August 1996

Advanced Cardiac Life Support training, August 1996

## EDUCATION

March 1996

Associate Degree in Nursing

De Anza College, Cupertino, California

- ♦ graduated magna cum laude
- ♦ G.P.A 3.9 (4.0 index)

## EMPLOYMENT HISTORY

1994-1996

Student

De Anza College,  
Cupertino, California

1986-1994

Home Day Care Provider/Self Employed

1984-1986

Data Entry/Receptionist

Institute for Medical Research, Spinal Cord Injury Project  
San Jose, California

**YOUR NAME HERE**  
123 Cherry Lane  
Any Town, CA 11111  
(222) 222-2222 or [NNS@EARTHLINK.NET](mailto:NNS@EARTHLINK.NET)

Date

Ms. Mary Smith, Manager  
Emergency Medical Services  
Community Hospital  
Any Town, State Zip Code

Re: RN Staff Nurse Position

Dear Ms. Smith:

I will be graduating from the De Anza Registered Nursing Program in Month of this year. While doing medical-surgical and perinatal rotations at your hospital, I was impressed by the quality of patient care, staff professionalism, and learning opportunities.

In addition to these rotations, my work experiences have included direct patient care and diagnostic procedures, client flow management, sterile technique, scheduling, records management, computer entry, screening for treatment/preoperative workup, and team participation in acute care hospital/emergency department and urgent care and orthopedic outpatient clinical settings.

I am interested in obtaining employment at your hospital and becoming a member of your staff. I will contact you on Thursday, Month, Year to confirm receipt of my resume and to determine when we might arrange an interview. Should you wish to contact me prior to this time I can be reached after 3:30 PM or you may leave a message on my voice mail system or at my e-mail address. I look forward to speaking with you.

Sincerely,

Your Name Here

## YOUR NAME HERE

123 Cherry Lane  
Any Town, CA 11111

Phone: 408-222-2222  
Email: [NNS@EARTHLINK.NET](mailto:NNS@EARTHLINK.NET)

**License** State of California, LVN (Expires 01/01/01)

### Education

De Anza College Associate Degree in Registered Nursing (anticipated Month Year)  
Associate Degree in Licensed Vocational Nursing (Month Year)  
Associate Degree in Medical Assisting (Month Year)  
EKG Certificate Program (Month Year)

San Jose State University Certificate in Legal Assistant Studies (Month Year)

West Valley College Associate Degree in English, Honors Program (Month Year)

### Nursing Theory and Clinical Experience

LVN/RN Transition Theory/Clinical: concepts related to/care of the high risk, unstable  
Month Year- client; critical thinking and problem solving skills; RN scope of  
Month Year practice  
Psychiatric/Psychosocial/Mental Health Theory/Clinical  
Leadership/Management Theory in Registered Nursing  
Clinical Preceptorship in Intermediate ICU/Veteran's  
Administration Hospital

Vocational Nursing Non Acute/Sub Acute Care Theory/Clinical  
Month Year- Acute Fundamentals/Medical-Surgical Theory/Applications  
Month Year Pharmacology I, II, III IV Certification  
Perinatal Nursing Theory/Clinical  
Pediatric Nursing Theory/Clinicals  
Medical-Surgical Applications I, II  
Medical-Surgical Theory/Applications II/Clinical (Care of the  
Older Adult)  
LVN Nursing Special Project (Older Adult Health Education)  
Leadership/Management in Nursing Theory/Clinical  
Medication Nurse \* Charge Nurse \*Rehabilitation Admissions/  
Care/Discharge

### Employment/Experience

Kaiser Permanente LVN: Urgent Care; Injection Clinic  
Town State Medication administration; wound care; nebulizer respiratory  
Month Year-Present treatment, patient education

El Camino Hospital Mountain View, CA Month Year-Present	EKG Technician 12-Lead EKG, Signal Averaged EKG; Holter Monitor; Stress Treadmill Test
Kaiser Permanente Town State Month Year- Month Year	Medical Assistant (Orthopedics, Sports Medicine, Podiatry): Fracture Clinic, reviewed x-rays/screened for treatment; Preoperative workup; patient flow management; sterile technique; Scheduling; records management
Specialty Store Town State Month Year- Month Year	Sales Associate
Office of the County Counsel County of XXX (Year-Year)	Senior Paralegal: Legal support services for Department of Social Services, Santa Clara Medical Center; managed weekly mental health/conservatorship calendar; SSI Advocacy Project; organized/ summarized medical records; investigated medical/psychiatric evidence; drafted/obtained court orders for medical treatment/care/ placement; interviewed and prepared physician expert witnesses

References Available Upon Request