



Job Application Letter and Résumé Sample #1

Handout courtesy of Ruijie Zhao

Note: Name and contact information have been changed to protect author's privacy.

Joshua M. Reeves
600 Clayton Blvd
Champaign, IL 61822
217.200.2000
Email: JMRain1000@gmail.com

June 27, 2011

Karen Moulton
Area Medical Manager
7211 S. Peoria St.
Englewood, CO 80112
www.airmethods.com

Dear Ms. Moulton:

I am a Critical Care Flight Paramedic in east central Illinois. I am writing to you in reference to the open Flight Paramedic Position at Fort Hunter Liggett, CA that is posted on the Air Method's Human Resources webpage.

I am very interested in a position within your organization and I believe I have a lot to offer you and your flight program. I am a Nationally Registered and Critical Care Certified Paramedic with over ten years of experience in the pre-hospital setting. Currently, I am a Flight Paramedic at AirLife 1, an Air Method's hybrid HBS program. I am also a very active educator with Parkland College's Paramedic program, Carle Regional EMS and Carle Hospital's Education Department.

You will find that I am a highly motivated and skilled individual who works very well within a care team, even under the most stressful and intense circumstances. I strive to provide the best patient care and customer service to everyone I encounter.

I have attached my resume and I will provide references upon request. I look forward to hearing from you and hope that I can become part of your flight team.

Thank you for your time and consideration,

Joshua M Reeves

Enc: Resume

Joshua M Rain

600 Clayton Blvd, Champaign, IL 61822

Tel: 217.200.2000 Email: JMRain1000@gmail.com

Summary of Qualifications

Currently a Critical Care Flight Paramedic based at a 325-bed Level 1 Trauma Center. Eleven years experience providing pre-hospital emergency medical care at a busy ALS service. Five years experience as an EMS Educator, ACLS, PALS, and ITLS instructor.

Experience

Flight Paramedic – AirLife 1 @ Carle Hospital

April 2011 - Present

Provide advanced critical care and transport to critically ill or injured patients. Also functioning as an integral part of the Neonatal and High Risk OB Flight teams. Our flight team is very active in community education and public relations.

Paramedic – Arrow Carle Ambulance

June 2000 - Present

Provide pre-hospital emergency care and transport to ill and injured patients. Train new employees and developing paramedics as both a Field Training Officer and Preceptor. Developed and managed the Arrow Academy, the group charged with the classroom-based training of all new employees. Formerly the chairperson for the Equipment Committee and Mapping Committee.

Paramedic Instructor – Parkland College

August 2006 - Present

Provide hands-on and critical thinking training to paramedic students.

EMS Educator – Carle Regional EMS

February 2007 - Present

Plan, prepare, and provide classroom and hands-on continuing education to member EMS, Fire, and First Responder agencies of all levels. Instructs EMT-Basic, EMT-Intermediate, and EMT-Paramedic courses.

Instructor – Carle Education Department

June 2008 – Present

Instruct Advanced Cardiac Life Support and Pediatric Advanced Life Support initial and refresher courses for providers of all levels. (MD, PA, NP, RN, RT, EMT-P, EMT-I)

Education & Licenses

Associates of Science

Parkland College – Expected Dec. 2011

EMT – Paramedic

Parkland College - 2005

Critical Care Emergency Medical Transport Paramedic

University of Maryland, Baltimore County - 2010

EMT-Paramedic License

Illinois Department of Public Health - 2005

National Registry EMT – Paramedic

National Registry of Emergency Medical Technicians - 2006

Certifications

ACLS Instructor

American Heart Association - 2006

ITLS Instructor

International Trauma Life Support - 2008

S.T.A.B.L.E Program

PALS Instructor

American Heart Association - 2007

Neonatal Resuscitation Program

American Academy of Pediatrics

BLS Healthcare Provider

American Heart Association

Career Summary

My EMS career started with obtaining my EMT-Basic by taking a night class while attending my senior year of High School. The next year, I became an EMT-Intermediate and entered the EMS workforce at the age of 19. In 2005, I completed Parkland College's Paramedic Program and became Nationally Registered in 2006. I have strived to help others in their growth and knowledge by becoming a part-time instructor for Parkland's Paramedic Program, Carle Regional EMS, and Carle Education. Next, I was selected to function as a Field Training Officer and Preceptor for Arrow. During my tenure at Arrow I have chaired the Equipment Committee, charged with selecting all new equipment for the company, and the Mapping Committee, managing the paper and digital maps for our four county service area. I obtained my CCEMTP certification in 2010. Also in 2010 I managed a team in the development and implementation of a new training and orientation program called the Arrow Academy; the program continues to be used today. In the spring of 2011 I transitioned into my current position as a Flight Paramedic with AirLife. I have continued to advance myself and will be graduating from Parkland College with an Associates of Science by the end of 2011. I am a highly motivated and very dedicated person who strives to complete any task with a great attitude and positive outlook. I look forward to the possibility of being part of your flight team.