

Megan Allenza

1441 Calkins Road

(585) 789-8627

mallenga21@elmira.edu

Hiring Manager
Strong Memorial Hospital

Dear Hiring Manager,

Thank you for your consideration of my application for the registered nurse position. I am a Registered Nurse with a Bachelor of Science in Nursing, as well as my Associate in Human Services. My work history has given me a lot of experience with people and can be seen in the attached resume. I am a quick learner, very attentive to details, and I believe that I would be a valuable member of this team.

I am driven and hard worker. I have managed to accrue over 5 years of work experience already. Whether working on academic, extracurricular, or professional projects, I apply proven communication, organizational, and problem-solving skills, which I hope to further expand as a Registered Nurse at your facility.

I would be happy to elaborate more about my specific skills and abilities and how they will benefit Strong Memorial Hospital. Please feel free to contact me at (585) 789-8627 or via email at mallenga21@elmira.edu with any questions.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Megan Allenza '21

Megan Allenza

585.789.8627 | mallenza21@elmira.edu | 1441 Calkins Road, Pittsford, New York

Education

Bachelor of Science, Nursing

Elmira College, Elmira, NY

Anticipated: June 2021

GPA 3.5/4.0

Associate in Science, Human Services

Elmira College, Elmira, NY

Anticipated: June 2021

GPA 3.5/4.0

Work Experience

Direct Support Staff

Heritage Christian Services

May 2018 – Present

Rochester, NY

- Provide assistance people may need to enjoy meals, maintain personal hygiene, and keep schedules
- Support people to have meaningful relationships, which includes get-togethers, phone calls and more
- Drive people to and from appointments and other places they may need to go

Customer Service Associate

Walgreens

July 2016 – May 2018

Henrietta, NY

- Provide customers with a friendly and efficient checkout service and overall experience
- Exercise attention to detail on the sales floor in product displays and with record keeping
- Greet customers and offer assistance to promote positive shopping environment

Stable Assistant

Lehman Farms

8/1/2014 – 7/1/2016

Pittsford, NY

- Assisted clients and prepared horses for lessons including tacking and grooming
- Promoted safety to all riders by evaluating safety equipment and training new riders
- Organized office supplies and recorded transactions to improve office functions

Volunteer Experience

Animal Care Worker

Tanglewood Nature Center and Museum

November 2017 – Present

Elmira, NY

- Assist staff with meal preparation and daily feeding of exhibit animals
- Ensure the safety and protection of all animals while at Tanglewood during rehabilitation protocols
- Help visitors with general questions about facility or animals

Campus and Community Involvement

Nursing Club | *Elmira College*

September 2017 – Present

- Organize fundraisers and support community service projects like making Valentine's Day cards for the nursing home in town.

Related Skills/Qualifications

- CPR/First Aid Certified
- SCIP-R certified through Heritage Christian Services
- Speaks basic level German
- Proficient in MS Office and Google Drive Tool