

Tessa Klemm  
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April 4, 2026

Dr. Cassandra Galloway  
1400 Spring Garden St.  
Greensboro, NC 27412

Dear Hiring Manager,

I am writing to express my interest in the Nurse Manager position within your organization. As a registered nurse currently pursuing a Master of Science in Nursing with a concentration in Healthcare Management and Leadership, I am preparing to transition into a leadership role where I can contribute to patient safety, team development, and the delivery of high-quality care.

In my current role as a registered nurse, I have developed a strong clinical foundation while also taking on informal leadership responsibilities, including supporting team communication, collaborating with interdisciplinary providers, and contributing to patient care coordination. Through these experiences, I have gained insight into workflow efficiency, team dynamics, and the importance of clear communication in achieving positive patient outcomes.

My graduate education has further strengthened my understanding of systems-level thinking, quality improvement, and the role of nurse leaders in shaping safe and effective healthcare environments. I am particularly interested in applying these skills to support staff development, improve care processes, and foster a collaborative culture across disciplines. I am especially drawn to this opportunity because it aligns with my professional goal of advancing into nursing leadership while continuing to advocate for patient-centered care. I am confident that my clinical experience, combined with my ongoing leadership training, positions me to contribute meaningfully to your team while continuing to grow in a management role.

Thank you for your time and consideration. I welcome the opportunity to discuss how my background and goals align with your organization's needs.

A handwritten signature in black ink, appearing to read 'Tessa Klemm', written in a cursive style.

Sincerely,  
Tessa Klemm

# Tessa Marie Klemm

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## OBJECTIVE

Experienced oncology nurse and current CNIV Nurse Leader seeking a Nurse Manager position to leverage strong clinical expertise, demonstrated leadership across multiple units, and direct experience supporting interim management to enhance team performance, strengthen interdisciplinary collaboration, and elevate patient-centered care through data-driven quality improvement and compassionate team leadership.

## CLINICAL SKILLS

- Chemotherapy & Biotherapy Administration for Solid Tumor and Heme Malignancies
- Intravesical and Hepatic Artery Chemotherapy Administration
- Symptom Management for Oncology & Immunocompromised Patients
- Oncology Urgent Care / Acute Care Clinic Triage
- IV Therapy and Vascular Access Management – Ultrasound-Guided PIV Placement, Central Line Care/Port Access
- Patient Care Coordination & Education
- Multidisciplinary Collaboration
- Wound & Drain Management, including Negative Pressure Wound Therapy, Chest Tubes, JP drains, and TR Bands

## EXPERIENCE

**Duke Oncology Treatment Center & Duke Cancer Center – Southpoint** Durham, NC  
*Clinical Nurse IV Leader/Assistant Manager* April 2023 – Present

- Advanced along the clinical ladder from CNII to CNIV Nurse Leader/Assistant Manager, gaining progressive responsibility in patient care and staff management
- Reviewed potential clinical staffing candidates and participated in interviews and hiring decisions
- Oversaw schedule balancing, supply ordering, leadership rounds, new hire preceptorships, and staff evaluations, including coaching and disciplinary write-ups as needed
- Assisting with payroll and budget management
- Provides comprehensive care to oncology patients, including chemotherapy/biotherapy infusions, blood product administration, intravesical, and hepatic artery chemotherapy administration
- Performs clinical trial administration and monitoring
- Functions as Charge Nurse, Preceptor, and Resource Nurse to ensure smooth workflow, effective patient care, and staff development
- Functions as the Acute Care Clinic RN, seeing oncology patients for urgent care visits
- Led unit initiatives, including the Charge Capture Reconciliation, ultrasound-guided PIV billing workflow, and the Cancer Center oxygen workflow
- Assisted in the development and implementation of new unit operational roles – Resource Nurse, Fast Track Nurse, and IV Room Nurse – and actively served in each role to support patient care and staffing flexibility

- Initiated and helped create key committees, including the Unit-Based Council (UBC), Social Retention Committee (SRC), Billing Specialist Role, and the OTC Trach Care Team, contributing to unit governance and quality improvement
- Contributed to research initiatives and actively participated in additional committees: Drug of the Month Committee, DUHS Clinical Practice Council (CPC), Oncology CPC, OTC CPC, Chemotherapy Governance, Infection Prevention, and CAUTI/CLABSI prevention
- Daisy Award Nominee

### **Adult Oncology Infusion**

UNC Medical Center, Chapel Hill, NC

*Clinical Nurse II*

*April 2022-September 2023*

- Provides comprehensive care to oncology patients, including procedural care, chemotherapy/biotherapy infusions, blood product administration, and urgent care visits
- Performs clinical trial administration and monitoring
- Cares for Bone Marrow Transplant patients
- Served as a preceptor for new nurses
- Functioned as Triage and Charge RN
- Daisy Award Nominee

### **Cardiovascular Acute Care**

UNC Medical Center, Chapel Hill, NC

*Clinical Nurse II*

*February 2021-April 2022*

- Completed UNC's New Graduation Nurse Residency Program
- Conducted a quality improvement project to improve patient safety
- Coordinated treatment with a multidisciplinary care team to attain optimal health and continuity of care
- Proficient in the care of chest tubes, negative pressure wound therapy, wound care, JP drains, TR band compression devices, and the management of heparin drips, ketamine drips, nerve blocks, and PCA pumps
- Served as a member of the Med/Onc/H&V Shared Governance Committee and the Daisy Award Selection Committee
- Served as a Charge RN

## **EDUCATION**

University of North Carolina – Greensboro, North Carolina

*Master of Science, Nursing Leadership and Management*

*GPA 4.0*

*August 2024 – Present*

Fayetteville State University – Fayetteville, North Carolina

*Bachelor of Science in Nursing*

*GPA 4.0*

2020

Associate Deans Award

Student Nurses' Association Community Outreach Chair

Sigma Theta Tau International Honor Society

Winona State University – Winona, Minnesota

*Bachelor of Science in Movement Science*

2016

## **LICENSES AND CERTIFICATES**

Registered Nurse: North Carolina, #329801 – Expires September 2026

Advanced Cardiovascular Life Support (ACLS) - Expires November 2026

ONS Chemotherapy and Biotherapy Certified