

Dear RN Seeking Employment in Public Health:

Thank you for your inquiry about opportunities to serve your community as a Public Health Nurse (PHN). Public Health offers many opportunities for exciting and rewarding careers in nursing. Here are some suggested steps to get started in finding a job in Georgia Public Health:

1. Send your resume to Carole.Jakeway@dph.ga.gov.
2. Your resume will be shared with the 18 District Nursing Directors (DNDs) in our statewide Public Health system to inform each of them that you are looking for a nursing career opportunity in Public Health. You will be copied on the e-mail that goes to the DNDs.
3. Send a letter with your resume to each District Nursing Director for the geographical area(s) of the state in which you are interested in employment. A list of the current DND names and contact information will be sent to you upon your request.
4. The letter you send to the DNDs should be on your personal or plain stationery and it should be brief but convey your sincere interest in Public Health. Be sure to double check for typos, correct spelling and grammar.
5. Two weeks after you send your letter(s) to the DNDs, call them on the phone and ask to speak with the person in charge of "nurse recruitment". Tell them that you sent a letter to the DND and you would like to know whether your letter was received and how to apply for a position. Ask whether they have any current vacancies or if they anticipate any in the near future. Be sure to let them know you are an RN and how interested you are in working in Public Health.
6. Follow up. Follow up. Follow up. Keep calling. Don't give up. Be persistent.
7. Let us know what progress you make.
8. Feel free to send us an e-mail with any further questions you may have.
9. Please also check for job openings on the website at <http://dph.georgia.gov/careers-0>. For information about Georgia Public Health Nursing, go to the following website: www.dph.ga.gov/nursing.

Best wishes for success in seeking a career in Georgia Public Health Nursing!

Sincerely,

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