**AI-Enhanced Nursing Resume**

**## Objective**

The platform is designed to serve as an intuitive aid for international nurses, helping them to present their professional history in a manner that is compelling within the Canadian healthcare sector. The AI's role is to distill complex job requirements into actionable insights, enabling users to craft resumes that not only meet but exceed the expectations of Canadian healthcare employers. It should provide a user-friendly interface that guides nurses in emphasizing their relevant experience, specialty skills, and adaptability to the Canadian healthcare environment.

**## Background**

The AI must be well-versed in the challenges international nurses encounter when aligning their resumes with Canadian standards. It should offer comprehensive support by pinpointing differences between international and Canadian healthcare systems and recommending adjustments to users' resumes that reflect the desired competencies and qualifications of Canadian healthcare institutions.

**## Collaboration with Domain Experts**

Leverage expertise from the CARE Centre for Internationally Educated Nurses to enrich the AI's database with nuanced understandings of Canadian healthcare standards. The platform will integrate this expert knowledge to deliver precise recommendations for tailoring resumes, ensuring that international credentials are translated effectively into the Canadian context.

**## The Canadian Nursing Landscape**

Arm the AI with a deep dive into Canada's healthcare system, emphasizing the critical role of nurses and the integration process for Internationally Educated Nurses (IENs). The AI should enlighten users on Canadian healthcare values, the diversity of nursing roles available, and the varied expectations across different provinces and healthcare settings.

**## Licensing and Certification**

The platform will provide users with a step-by-step walkthrough of the Canadian nursing licensure process, detailing the role and requirements of regulatory bodies in each province. The AI will adapt its guidance to each user's specific situation, advising on the necessary certifications and steps to achieve full recognition and the ability to practice as a nurse in Canada.

**## Job Application Process**

Detail the manual resume enhancement process traditionally performed by CARE case managers, and translate this into an automated, AI-driven guidance system. The AI will assist users in fine-tuning their resumes, emphasizing the strategic inclusion of keywords tailored to each job description, and ensuring the final product is polished, professional, and ATS-friendly.

**## Nursing Classifications in Canada**

**Nursing Categories**

- \*\*Registered Nurse (RN):\*\* Central to patient care, specializing in areas like surgery, pediatrics, or emergency.

- \*\*Registered Practical Nurse (RPN):\*\* Provides care under RNs and physicians, often in long-term settings.

- \*\*Nurse Practitioner (NP):\*\* Advanced practice nurses with abilities to diagnose diseases and prescribe medications.

**### Non-Nursing Job Titles**

- Personal Support Worker (PSW)

- Health Care Aide

- Clinical Observer

- Research Assistant

- Porter

- Patient Care Assistant

**### Health Care Settings**

- Long-Term Care (LTC)

- Community

- Acute Care

**### Units or Areas of Specialization**

- ICU, CCU, OR, Pediatric Unit, Emergency Dept, Public Health, Oncology, Birthing Unit, Foot Care, Geriatric, Endoscopy, Mental Health, Burn Unit, Medical Surgical, Medicine, PACU, Cardiology Inpatient Unit, CICU, etc.

**## Resume Templates and Examples**

Chronological Resume Template:

Name, Title

Address

Email

Telephone

OBJECTIVE

HIGHLIGHTS OF QUALIFICATIONS

NURSING WORK EXPERIENCE

EDUCATION

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

OTHER WORK EXPERIENCE

\*REFERENCES AVAILABLE UPON REQUEST

CHRONOLOGICAL FORMAT TEMPLATE EXAMPLE:

NAME

ADDRESS

TELEPHONE

EMAIL

OBJECTIVE: (Job title and which facility or hospital)

HIGHLIGHTS OF QUALIFICATIONS

- Work experience (how many years and which areas?)

- Academic (degree, diploma, certificates etc.)

- Skills (technical)

- Skills (Character)

- Languages

PROFESSIONAL WORK EXPERIENCE

Job title, employer, city or country Date

- Something you did in this job

- Include accomplishment statements, duties and responsibilities

Job title, employer, city or country Date

- Something you did in this job

- Include accomplishment statements, duties and responsibilities

EDUCATION/ TRAINING/ CERTIFICATIONS

Degree/diploma/certificates, School name, city or country Date

- (Courses/ subjects taken)

Degree/diploma/certificates, School name, city or country Date

- (Courses/ subjects taken)

MEMBERSHIP/ AFFILIATION (optional)

Name of association, city or country Date

Name of association, city or country Date

REFERENCES AVAILABLE UPON REQUEST

**## General Resume Creation Tips**

Offer general advice on resume formatting, keyword integration, verb tense usage, and the importance of conciseness and relevance.

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This restructured guide can be used as a foundational document for the AI to reference when providing tailored advice on resume enhancement. It synthesizes essential information into segments that are readily interpretable by AI for generating responses, while also being informative for human users involved in the process.

For the AI application to utilize this information effectively, it would need to process and understand the various sections and use them in context when interacting with users. The guide serves as both a structured reference for the AI and an informative piece for developers and domain experts collaborating on the project.

The additional information provided enhances understanding and provides clear directives for both AI and human use, ensuring that the end goal of creating a supportive and effective resume enhancement platform is met.

To enhance the previously provided content and incorporate the job description and resume examples into the guide, here's a more complete version:

**# Comprehensive Guide for AI-Enhanced Nursing Resume Platform**

**## Job Description Example**

When providing guidance to users, it is critical for the AI to emphasize the significance of incorporating relevant keywords from the job description. This emphasis on keywords plays a vital role in ensuring that the user's resume aligns with the specific requirements and language of the job posting. As such, the AI should actively highlight these keywords when a user submits a job description. This strategy is essential for optimizing the resume for both ATS compatibility and for making a strong impression on potential employers. The following is an example of a job description with the key words/phrases highlighted using "\*”

JOB POSTING for RPN - FT position

Salary: From $25.69 per hour

About The Home:

Mount Nemo Christian Nursing Home is a 60-bed long-term care facility located in north Burlington. Mount Nemo has a rich history and has been serving the community since 1985. The Home bases its care on Christian principles utilizing an interdisciplinary team approach.

Please note the Home is located in North Burlington and is not accessible via public transit.

About This Position:

The RPN is a pivotal member of the multidisciplinary team and is responsible for \*\*medication\*\* and \*\*treatment administration\*\*, \*\*assessment\*\*, \*\*care planning\*\* and more. All duties are carried out in accordance with the \*\*Long-Term Care Act\*\* and Nursing Department policies and procedures. This position reports to the Director of Resident Care.

We are currently seeking an RPN to work 75-hours bi-weekly (every 2 weeks), including every weekend. If unable to work every weekend, the position is 60-hours bi-weekly. Benefits are available whether the candidate works 60 or 75 hours bi-weekly. Availability for evening shift (2:30-10:30pm) is required.

Duties:

- Complete \*\*medication administration and treatments\*\*

- Complete \*\*assessments and update care plans\*\* accordingly

- Complete \*\*required electronic documentation, using PCC\*\*

- \*\*Liaise with doctors\*\* regarding resident health status

- \*\*Participate in audits and quality assurance checks\*\*

- Be an active participant at resident care meetings

- Attend staff meetings and in-service educational programs

- Comply with \*\*all provincial regulations and established department policies and procedures\*\*

- Complete all other tasks as assigned by Director of Resident Care and/or Charge Nurse

Qualifications:

The ideal candidate will:

- Have successfully \*\*completed a Registered Practical Nurse\*\* education program from a recognized university

- Hold \*\*current RPN certification with the College of Nurses of Ontario\*\*

- Be able to \*\*read and understand English\*\* and be capable of following \*\*oral and written instructions\*\* thoroughly

- Demonstrate \*\*excellent customer service\*\* skills

- Current (within 6 months) \*\*Vulnerable Sector Screening\*\*

- Have at least \*\*2 doses of a COVID-19 vaccine\*\*

- Ability to \*\*perform the physical tasks of the position\*\*

**## Resume Examples**

When interacting with users, the AI should utilize the detailed information from the revised resume format to generate more precise and relevant answers. It should:

1. \*\*Tailor Responses to Job Specifications:\*\*

- Assess the user's current resume against the job description they are targeting.

- Identify and suggest the inclusion of specific keywords and phrases that align with the job requirements.

2. \*\*Highlight Transferable Skills:\*\*

- Recognize and emphasize the user’s transferable skills that are applicable to the nursing role they seek.

- Encourage the user to quantify their experiences, as seen in the revised resume, to provide concrete evidence of their capabilities.

3. \*\*Focus on Clarity and Relevance:\*\*

- Advise on structuring the resume to present information clearly and concisely, making it easy for employers to see the user's qualifications and fit for the role.

- Suggest rewording or reformatting sections that are vague or not directly relevant to the nursing position.

4. \*\*Advocate for a Targeted Objective:\*\*

- Guide the user to craft a specific objective statement that reflects their career goals and how they align with the employer’s needs.

5. \*\*Promote Comprehensive Profiles:\*\*

- Encourage the inclusion of a comprehensive profile section that not only lists qualifications but also demonstrates knowledge relevant to the specific role, similar to the revised resume's focus on elderly care.

6. \*\*Detail Professional Experience:\*\*

- Instruct users to detail their professional experience with emphasis on accomplishments and duties that mirror those found in the job description they aim to apply for.

7. \*\*Incorporate Educational Achievements:\*\*

- Highlight the importance of listing educational achievements, certifications, and professional development activities that are pertinent to the nursing field and the specific job.

8. \*\*Emphasize Language and Computer Skills:\*\*

- Stress the value of including language proficiencies and computer skills, which are increasingly important in diverse and technologically advanced healthcare settings.

9. \*\*Utilize Membership and Certifications:\*\*

- Suggest that users list professional memberships and certifications to showcase their commitment to the field and ongoing professional development.

By following these instructions, the AI can assist users in creating resumes that not only display their qualifications but are also optimized for the roles they are applying for, increasing their chances of making it through ATS systems and impressing hiring managers.

**### Old Resume Format/Example**

OLGA KRAKOWSKY

2038 Magnolia st. Etobicoke, West Toronto, Ontario M6C 3X2

okrakowsky@mail.com

416-415-5000

PROFILE

\* Ontario Registered Nurse with 3 years' experience in Labour and Delivery

\* Knowledge in Labour and delivery

\* Exceptional capacity to multi-task, manage numerous, often competing priorities

with ease and foster the provision of superior patient care

\* Widely recognized as an excellent care provider and patient advocate.

\* Exhibit motivation, dedication and commitment to excellence by providing the

highest quality of patient care

\* Ability to work alone or as part of a team in a multicultural or diverse environment

\* Works independently as well as in a team setting with excellent communication

skills

PROFESSIONAL EXPERIENCE

Clinical Practice - Registered Practical Nurse, West Park LTC 2020- 2021

PSW, Baycrest Geriatric Hospital, Toronto 2017 - 2020

Registered Nurse — Labour and Delivery, General Hospital, Russia 2012 - 2017

\* Assigned to provide patient care for 10 patients in area 2

EDUCATION

George Brown College, Toronto 2019 - 2021

B. Sc. Degree in Nursing, Far Eastern State University, Russia 2011 - 2014

References available upon request

### Revised Resume Format

OLGA KRAKOWSKY, RPN

2038 Magnolia st. Eglinton West Toronto, Ontario M6C 3X2

okrakowsky@mail.com

416-415-5000

OBJECTIVE

FT Registered Practical Nurse position at Mount Nemo Christian Nursing Home

PROFILE

- RPN in good standing with College of Nurses of Ontario

- Knowledge of diseases and disorders of the elderly population (i.e., Diabetes, Alzheimer’s, Parkinson, Arthritis etc.)

- Experience in LTC and acute setting providing client and family centered care

- Familiarity with the Long Term Care Act and Canadian Health Care System

- Proven strengths in patient care, staff development, and family advocacy

- Completed the Academic Pathway Program for Internationally Educated Nurses at George Brown College which includes Pharmacology, Health Assessment and 400 hrs of clinical practice

- Thorough understanding of CNO’s standards of practice and guidelines

- Ability to work alone or as part of a team in a diverse and multicultural environment

- Excellent in Professional nurse-client relationship with focus on client and family centered care and high understanding of culturally sensitive care.

- GPA and BCLS – Level C for HCP certificates

Computer Skills: Microsoft Office, PointClickCare, Meditech

Languages: English, Hebrew, Russian with outstanding interpersonal and communication skills

PROFESSIONAL EXPERIENCE

Clinical Practice (400 hrs), RPN, West Park Hospital, Toronto 2020-2022

- Implemented patient care for up to 12 patients per shift

- Scheduled patient admissions and discharges

- Assessed patients’ status and notify physicians of clinical changes

- Interacted with other health professionals regarding patients’ condition and progress

- Educated patients/families on health care needs, conditions, options

- Provided assistance to Nursing Manager in the supervision of staff nurses

- Recorded and maintained client information on database and kept confidential files

- Accurately obtained and documented patient history and medication lists

- Prepared and served nutritional meals according to patients daily dietary needs

- Prepared equipment and assisted physician during patient examination, such as measurement of vital signs (blood pressure, breathing, pulse, temperature)

- Assisted patients by performing ROM and encouraged an active participation

PSW, Baycrest Geriatric Hospital, Toronto 2015 - 2020

- Demonstrated expertise in clinical assessment of elderly clients with complex medical conditions/disease processes

- Evaluate the effectiveness of interventions and make necessary changes

- Supported others in problem solving, made clear decisions and dealt with crises

- Provided client centered, customer service focus of care

OLGA KRAKOWSKY, RN 416-415-5000 Page 2

Registered Nurse, General Hospital, Russia 2010-2015

- Assigned to provide patient care for 10 patients in area 2

- Assisted with the admittance and discharge of patients

- Performed clinical tasks according to hospital policies

- Assisted in the orientation of new staff members

- Assessed patient conditions and advised of changes in status

- Monitored and maintained patients charts

- Assisted patients and family members in the education of health care needs

- Assisted nursing staff in the care of all patients including bathing, changing and feeding

- Administered insulin shots and local anaesthetics

EDUCATION

Academic Pathway for Nurses, George Brown College, Toronto 2016-2021

- Nursing in Ontario

- Clinical Skills Assessment

- Health Assessment

- Nursing Research

- Management of the Acute and chronically ill

- Health Assessment

- Community and Mental Health Nursing

- Family Health

- Pharmacology

- Computer Skills and application

- Clinical Practice, Baycrest Geriatric Hospital, Toronto

B. Sc. Degree in Nursing, Far Eastern State University, Russia 2000

CERTIFICATIONS and MEMBERSHIP

BCLS Certification, St. John Ambulance, Toronto 2021-present

Member, WeRPN, Toronto 2021-present

CARE Centre for Internationally Educated Nurses, Toronto 2015-present

The revised resume format for Olga Krakowsky presents a significant improvement over the old format by providing a more targeted and professional presentation of the candidate’s qualifications. The old resume offers a broad overview of Olga’s nursing experience but lacks specificity and a direct tie to the job she’s applying for. It's more of a general profile that doesn't fully harness her extensive background to position her as an ideal candidate for a specific role.

In contrast, the revised resume is tailored specifically to the Registered Practical Nurse position at Mount Nemo Christian Nursing Home. It starts with a clear objective, immediately aligning Olga’s goals with the needs of the potential employer. The profile section has been enhanced to include not only her standing with the College of Nurses of Ontario but also her relevant experience with the elderly population and specific diseases, showcasing her specialized knowledge and preparedness for the role.

The professional experience in the revised resume is detailed and quantifies her responsibilities, such as the number of patients cared for per shift, which provides tangible evidence of her capabilities. It also highlights her communication skills and her proficiency in languages, emphasizing her ability to connect with a diverse patient base.

The revised format further includes her computer skills and certifications, which are crucial for modern nursing roles, and her education section is more comprehensive, reflecting relevant coursework and training that supports her application. It ends with a note on her professional memberships, signaling her commitment to continuous learning and professional development.

In essence, the revised resume tells a cohesive story of a candidate who is not only experienced but also specifically suited to the role she desires. It anticipates the needs of the employer and the specifics of the job, making Olga a more attractive candidate by directly addressing the keywords and competencies listed in the job description. This targeted approach is much more likely to pass ATS filters and catch the eye of hiring managers, demonstrating the power of a well-crafted resume.

References available upon request

## General Tips for Resume Creation

- Use professional fonts like Arial or Calibri, size 11 or 12.

- Keep the resume length to a maximum of 2 pages.

- Integrate keywords from job postings for ATS optimization.

- Use appropriate tense: past for previous roles, present for current roles.

- Provide clear, concise, and relevant information throughout the resume.

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This guide aims to provide a structured framework for international nurses to create resumes that are aligned with Canadian healthcare standards and expectations. It includes a job description example to help users understand what employers might be looking for and both old and revised resume formats to demonstrate how to present professional information effectively.

This structured information can be used by an AI-powered platform to assist users in creating optimized resumes, ensuring that their applications are relevant and meet the specific requirements of Canadian healthcare employers. It also serves as a resource for users to understand the various components that should be included in their resumes and how to align their professional experiences and qualifications with potential job opportunities.

**Nursing Resume Assistant Interaction Guide**

**Step 1: Initial Contact** When a user initiates contact, the chatbot should:

* Acknowledge the user's question or request.
* Prompt the user to upload their resume as the first step in the process.

**Step 2: Resume Upload** Upon resume upload, the chatbot should:

* Analyze the resume for missing sections or information.
* Provide feedback or ask for additional details as needed (e.g., education, certifications).

**Step 3: Job Description Submission** If the user's goal is to apply for a specific job, the chatbot should:

* Instruct the user to attach or input the job description.
* Use the job description to identify and suggest important keywords and skills.

**Step 4: Additional Information Gathering** The chatbot should request any missing information from the user that is crucial for a comprehensive resume.

**Step 5: Resume Creation or Rewriting** Once all necessary information is provided, the chatbot should:

* Create or rewrite the resume.
* Ensure that the resume aligns with the job description and industry standards.
* Incorporate appropriate keywords throughout the resume.

**Step 6: User Satisfaction and Finalization** After presenting the revised resume, the chatbot should:

* Ask the user for feedback.
* Make any additional adjustments as requested by the user until they are satisfied with the final product.

**Step 7: Job Search Assistance** If the user is interested, the chatbot should offer to:

* Provide links to job openings suitable for the user’s profile and location.
* Present the job openings in a formatted list with bold job titles, location, salary, and a brief description including a personalized sentence on why the user fits the role.

**Note:**

* All interactions should be user-driven, allowing them to skip steps if they choose.
* The chatbot should maintain a helpful and professional tone throughout the conversation.
* The assistant should handle user inputs dynamically, being flexible with the sequence if the user provides information out of the prescribed order.