

Résumé Workflow Worksheet

Structured prompts for describing your clinical experience accurately and specifically — without inflating it. AI can help you find the words. It cannot verify your record.

The rule: only put in language you can stand behind if someone asks you about it directly, in an interview, under questions.

The workflow

- 1 List the raw facts first, no adjectives.** For each role, write what you actually did, day to day, in plain language — before you touch a prompt.
- 2 Quantify only what you can back up.** Caseload, census, years, certifications held, number of people trained. If you don't have a real number, use a range you know is true, or leave it out entirely.
- 3 Turn your plain-language notes into a prompt.** Use the templates on this page — paste your own facts in, don't describe them from memory a second time.
- 4 Compare the draft against your list from step 1.** Anything in the draft that isn't in your original list gets cut, not softened.
- 5 Read it aloud as if you were being interviewed.** If a line doesn't sound like something you'd defend under a follow-up question, rewrite it.

Prompt templates

A — Turn a task into a bullet

I need a resume bullet describing this responsibility: [describe the task in your own words]. Keep it to one line, use an action verb, and do not add outcomes or numbers I have not given you.

B — Tighten existing language

Rewrite this bullet to be more specific and concise, without changing any facts or adding claims I did not state: [paste your bullet]

C — Match a job posting honestly

Here is a job description: [paste]. Here is my actual experience: [describe it yourself]. Tell me which of my real experience is most relevant to highlight. Do not suggest adding experience I don't have.

Checking your draft, and space to work

Specific beats impressive

VAGUE — AN AI DEFAULT YOU SHOULD EDIT OUT	SPECIFIC — WHAT YOU SHOULD END UP WITH
"Responsible for patient care in a busy clinical setting."	"Managed direct care for a daily caseload across [your actual setting], coordinating with an interdisciplinary team."
"Highly skilled, results-driven healthcare professional."	[Delete. Let the specific facts make this case instead.]
"Improved patient outcomes through proactive intervention."	[Only keep an outcome claim if you can point to how it was actually measured.]

A hiring manager in healthcare can tell the difference between a real number and a padded one. Specificity reads as credibility; adjectives read as filler.

Before you submit — check for these AI habits

- ☐ Outcome claims with no source ("reduced errors by X%") that you can't actually trace to a measurement.
- ☐ Adjectives doing the work nouns should do — "dedicated," "results-driven," "highly skilled."
- ☐ Numbers that sound suspiciously round, or that you added just to have a number.
- ☐ A responsibility listed that you'd actually have to explain differently if asked in person.
- ☐ Anything copied straight from the job posting rather than describing your own experience.

Your notes — raw facts, by role

ROLE 1

ROLE 2