Date 6 June, 2021

I would like to express my genuine interest in the position of Health Care Aide with your organization. With more than 5 years of experience providing comprehensive patient care and support, I have extensive skills and experience in caring for people of different backgrounds in the patient’s home as well as in a facility. I am well familiar with all the duties of a health aide professional, like dressing, bathing, dressing, and general hygiene and cleaning and cooking are my specialties that I will be offering to the elderly and disabled people.

Allow me to highlight my strengths:

* More than 5 years of experience as Cardiac Nurse
* Previous volunteer experience of receptionist and old age home.
* Emphasized elderly care dealt with their social and personal requirement that need some assistance with daily needs and health care.
* Possess exceptional communicational skills and abilities.
* Superior accuracy in observing and monitoring patient’s condition, maintain patient history, preparation of confidential documents and other documentation required.
* Determined and qualified enough to build healthy professional relationship with every staff employees.

I believe my qualification and skills will prove to be outstanding asset for this application. My resume provides further details on my past experience, qualifications and skills. I can be contacted at 780-297-4579or at [gillbaljit87@hotmail.com](mailto:gillbaljit87@hotmail.com) I would appreciate an opportunity to meet as this data cannot convey my personal strengths adequately. Thanks for your time to read my letter.

Regards,

Baljit Kaur

Baljit Kaur

**Skills**

Dedicated and patient focused staff nurse with expertise in acute patient care maintaining records and communicating with doctors.

* Exceptional capacity to multi-task: manage competing priorities with ease while fostering delivery of superior patient care
* Solid administrative and referral experience includes admissions, assessment, treatment and education for a broad range of patients.
* Demonstrated ability to forge, lead and motivate healthcare teams that provide patient care.
* Ability to deal professionally and directly with public.
* Work in safe and responsible manner and provided counseling to patients and their families.

**EXPERIENCE**

**Staff Nurse (Full Time)**

Fortis Escort Hospital, Amritsar (India) Feb 2011-April 2012

**Cardiac Nurse (Full Time)**

Hero DMC Heart Institute, Ludhiana (India) Sep 2012 –Dec 2016

**Customer Representative**

Tim Horton (Edmonton, AB) July 2018- March 2020

**Community Support Worker** May 2019- Present

Entrust Disability Services

Major Responsibilities

1. Provided strong contribution as key member of unit quality assurance program designed to identify and evaluate problems. Manage patient census.
2. Exhibit motivation and dedication by providing the highest quality of care to each patient.
3. Periodically update BLS steps and procedures.
4. Operation of medical equipment and apparatus (Ventilator, Defibrillators, Suction Machines, IABP, TPI, Syringe Pump, BIPAP).
5. Handled all responsibilities of admission and discharge of patients.
6. Assesses the patients to identify appropriate nursing interventions.
7. Monitor access, address, document and report symptoms and changes in patient conditions.

**AWARD AND ACCOLADE**

Awarded best nurse award at Hero DMC Heart Institute, Ludhiana (India)

2014.

**VOLUNTEER EXPERIENCE**

* **Receptionist**

Apollo Hospital, Ludhiana Nov 2010 – Feb 2011

Greet and help patients and responsible handling of administrative and clerical tasks. It involved duties such as welcoming patients, making appointments, answering to patient questions, handling patient accounts, and maintaining office inventory..

* **Guru Ram Dass Old Age Home, Amritsar August 2011 to October 2011**

Elderly care emphasized the social and personal requirements of senior citizens who need some assistance with daily activities and health care. Furthermore, the fulfillment of the special needs and requirements that is unique to senior citizens.

**Qualification and Training**

**Bachelors of Nursing**

Malwa College of Nursing, kotkapura (India) Sep 2006- Oct 2010

**Certifications**

* Child Care Assistant (Level 1)
* Health Care Aide Certification
* Basic Life Support Credentials
* Medication Assistance Certificate

Language Proficiency

Fluent to read, write, converse and speak in the following languages:

English, Punjabi, Hindi.