

Write Your Resume Like a Pro:

AI Cheat Sheet for

Resume Writing Success

AI Privacy Best Practices

DON'T provide personally identifiable information (PII), sensitive data, proprietary information — anything you wouldn't want to be shared publicly.

DON'T provide anyone else's personal information, such as your personal or professional references.

DON'T upload files to be analyzed or improved, as they may contain metadata with personal information. Instead, copy and paste just the content that is necessary to form your prompts.

1. Getting Started!

Before getting started, you need your resume and a job description.

Know that you can use any AI tool you're comfortable with. For this demonstration, we'll be using ChatGPT.

Go to www.chat.com.

Create a free account to save and share chats.

Pro Tip:

ChatGPT is a conversational AI you can use like a career coach. Start fresh or refine your resume with prompts, then improve it by asking follow-ups (e.g., 'Make it more professional' or 'Emphasize leadership skills'). The more detail you give, the better the results.

2. Transform Resume into STAR-Based Bullet Points

Goal: Turn simple job duties into impactful, results-oriented bullets.

How: Use the S.T.A.R. method:
Situation, Task, Action, Result

Focus: Only highlight **Action & Result** with **metric locations** (no invented numbers).

Prompt: Rewrite my resume bullets using the S.T.A.R. method. Focus on Action and Result, show metric locations (no invented numbers). Make each bullet concise and resume-ready.
<paste resume>

3. Refine Bullet Points for Resume Readiness

Goal: Make every bullet concise and results-focused.

Focus: Action + Result only. Remove generic statements.

Prompt: Refine my resume bullets to emphasize Action and Result. Include only metric placeholders. No invented numbers. Make each bullet 25 words or less, impactful, and resume-ready

4. Tailor Resume to a Job Posting

Goal: Use your updated resume to identify gaps between your resume and a specific job posting.

How: Compare skills, experiences, and competencies. Highlight missing items.

Start New Chat - Prompt:

Compare my resume to this job posting. Identify missing skills and areas to emphasize.

Resume <paste> Job posting <paste>

Step 4a. Format Comparison into a Worksheet

Goal: Organize gaps and updates clearly for action.

Prompt: *Format the comparison into a clear worksheet using the following columns:*

Resume Section / Experience

Job Posting Requirement

Gap / Missing Skill

Action to Update / Tailor Resume

5. Resume Highlight Reel + Summary

Goal: Make your highlight reel & career summary align with the job posting.

How: Highlight relevant experience, skills, and achievements. Keep it concise.

Start New Chat - Prompt:

Using my resume and the job posting, write a 2-sentence professional summary highlighting my value and fit, plus 3–4 bullet-point achievements showing measurable impact and key skills.

Resume: <paste>

Job Posting: <paste>>

6. Tailored Cover Letter

Goal: Showcase why you're a strong fit.

How: Align your experience with job requirements and achievements. Be professional, concise, and engaging.

Start New Chat - Prompt: *Using my resume and the job posting, write a tailored cover letter highlighting my fit and achievements.*

Resume <paste>

Job posting <paste>

Pro Tip: Review the company's website, mission, and values. Reference something specific (such as a recent initiative, service, or value statement) to show genuine interest and stand out as a top candidate.

Prompt: *Using [insert company URL], identify elements (mission, values, initiatives, products, or news) that align with my experience. Draft 1–2 cover letter sentences referencing these to show genuine interest and stand out.*

7. Final Resume Fit Analysis

Goal: Ensure your resume is fully aligned with the target role.

Check for:

- Alignment with job posting (skills & experience)
- Unrelated or outdated information to remove
- Actionable steps to improve relevance

Start New Chat - Prompt: *Analyze my resume vs. the job posting. Provide alignment, gaps, and improvement recommendations. Resume <paste> Job posting <paste>*