

# 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 the AI Toolkit Resume workshop demonstration, we'll be using ChatGPT.

Go to [www.chat.com](https://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. Resume Bullet Refinement: STAR + Embedded Metric Placeholders

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

**Prompt:** Rewrite my resume bullets using the S.T.A.R. method (Situation, Task, Action, Result) to highlight accomplishments.

For each bullet:

- Briefly identify the Situation, Task, Action, and Result.
- Write an impactful, resume-ready bullet of 25 words or fewer, emphasizing Action and Result.
- Embed a metric placeholder directly in the bullet, identifying what to measure and its context (e.g., [# invoices processed monthly], [\$ annual budget managed], [% error reduction]).

*Important: Never invent numbers, responsibilities, achievements, or results. If a result is unknown, keep the bullet factual and include a relevant metric placeholder to verify.*

For each bullet, provide:

- STAR breakdown
- Rewritten resume bullet with embedded metric placeholder
- Metric to verify what information to confirm

My resume: [Paste resume here]



### 3. Hyper Target Resume to a Job Posting

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

**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*

### 4. 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>>*

### 5. 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, job posting, and [company URL], write a tailored 3-paragraph cover letter (250–400 words). Research the company's mission, values, or recent initiatives and weave in 1–2 specific references to show genuine interest.*

- *P1 – Opening: Hook + role I'm applying for + connection to my background to the role. Do not use generic openers like "I am excited to apply for the ..." or "I am writing to express my interest in..."*
- *P2 – Body: 2–3 specific, quantified achievements tied to the job requirements*
- *P3 – Closing: Enthusiasm + next steps + thank you*

*Resume: <paste>*

*Job posting: <paste>*

### 6. 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>*