

AI for Resumes

General Guidelines

1. Always review suggestions for accuracy. Does it include stuff that isn't true? Is it missing stuff that should be there?
2. AI can be overly wordy and sometimes redundant. Review the material to make sure it's concise and adds to the resume, instead of just creating fluff.
3. Start with a MASTER RESUME – don't give limits to the AI. Once you have all of the experiences, job duties, and skills down, you can remove stuff for targeted resumes. It's a lot easier to start from a big list and whittle that down versus having to come up with more stuff later!
4. Tip: Sign into the AI so the chat is saved. Then you can revisit it later to view the responses and resume the chat without having to re-prompt it.

AI Resume Prompts

This is what you can type into the AI chat to receive assistance. These have been specifically designed to give you the best chance at relevant concise responses.

JOB DUTIES

You're going to help me come up with job duties for my resume. I'll give you the job title and employer, and you will use that context to come up with the job duties. Make the job duties concise, and in past tense. Format all lists using simple hyphen bullets (-) only. Some of them have some job duties added which you can use to add context.

[Past a single job title, employer, employer location]

MASTER SKILLS LIST

Here is the current resume (below). From this, give me a master list of skills. Be concise - each skills should be no more than 3 words. Give it to me in a format that is easily copied and pasted. Separate out from the skills a category for "transferrable" skills and list the others under "technical".

[pasted list of experiences and education/certifications]

COMBINED PROMPT TO SETUP THE CHAT (COMBINES BOTH)

You're going to help me come up with job duties for my resume. I'll give you the job title and employer, and you will use that context to come up with the job duties. Use the job dates to determine if the duties should be past or present tense. Make the job duties concise, and in past tense. Format all lists using simple hyphen bullets (-) only. Some of them have some job duties added which you can use to add context. In addition, you will also help me generate a master list of skills. I will give you all my experiences and education/certifications. From this, give me a master list of skills. Be concise - each skills should be no more than 3 words. Give it to me in a format that is easily copied and pasted. Separate out from the skills a category for "transferrable" skills and list the others under "technical".

User Instructions

1. Start a new AI chat.
2. Copy and paste the combined prompt above and send it.
3. When ready, paste into the chat the job title, employer, and location, and any job duty information; send it.
4. When ready, enter into the chat "my resume is below. Give me the master skills list" and add all of the experiences and education info – ALL of it, including the job duties and details.