

Using AI to Create Your Resume

AI tools can be helpful for brainstorming, drafting, and proofreading. But it's important to use them responsibly. Here are some key principles to remember:

Use AI to:

- Draft ideas and organize your thoughts.
- Refine language for clarity, grammar, and tone.
- Check formatting and readability.
- Tailor content to match a job description.
- Generate examples to inspire your own writing.

Avoid using AI to:

- Write your entire resume or cover letter without personal input.
- Fabricate achievements or experiences.
- Submit AI-generated content without reviewing or editing it.
- Share sensitive personal or employer information with public AI tools.
- Best Practices:
 - Own your story: Use AI to support your writing, not replace it.
 - Review carefully: Always proofread and personalize AI suggestions.
 - Stay honest: Ensure all content reflects your genuine experience and skills.
 - Protect privacy: Avoid sharing confidential details in AI prompts.

AI Prompts for Each Stage of the Resume Process

These 5 Prompts will take you from identifying relevant experience through to completing a final proofread of your Resume.

1. Identify My Transferable Skills

I am preparing a resume for a [job title or career field]. Review the experience and training I have listed below and identify the skills that would be most valuable in this type of role.

Explain how each skill could be described on my resume using clear, professional language. Ask me questions if you need more information. Do not add responsibilities, skills, or experience that I have not provided.

My experience and training: **[Paste your information here]**

2. Strengthen My Work-Experience Statements

Review the following section of my resume and help me strengthen the bullet points. Begin each bullet with a strong action verb and focus on what I contributed, improved, completed, or supported.

Keep the language accurate and natural. Do not invent numbers, results, responsibilities, or achievements. If a bullet would be stronger with more information, ask me a specific question before revising it.

Resume section: **[Paste the section here]**

3. Tailor My Resume to a Job Posting

Compare my resume with the job posting below. Identify the qualifications, skills, and keywords that appear most important to the employer.

Recommend specific changes that would better connect my actual experience to the position. Use keywords naturally and do not copy complete sentences from the job posting. Clearly identify any required qualifications that are not supported by my resume.

Resume: [Paste your resume here] | *Job posting:* [Paste the job posting here]

4. Improve Clarity and Readability

Review my resume for clarity, readability, and consistency. Look for wordy statements, repeated information, vague language, unnecessary jargon, inconsistent verb tenses, and formatting that may be difficult to scan.

Suggest concise revisions while preserving my meaning and personal voice. Present each recommendation as “Original,” “Suggested Revision,” and “Reason for the Change.”

Resume: [Paste your resume here]

5. Complete a Final Resume Proofread

Proofread this resume as a final quality check. Check spelling, grammar, punctuation, capitalization, verb tense, spacing, dates, headings, and formatting consistency.

Do not rewrite the resume unless a correction is necessary. List each issue, explain the correction, and identify where it appears. Separately flag any information that I should verify myself, such as dates, job titles, contact details, credentials, or employment claims.

Resume: [Paste your resume here]