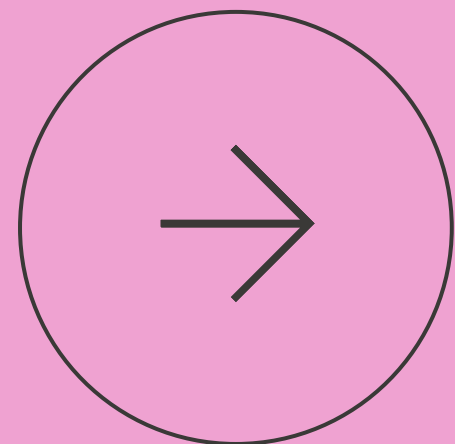


Beginner's  
Guide *How to*  
*Use AI to*  
*Update Your*  
*Resume*

[@CAREER-PROGRESS-COACH](#)



# Getting Started With AI In Your Job Search



01

AI-POWERED RESUME TOOLS CAN HELP YOU WITH EVERYTHING FROM IDENTIFYING YOUR KEY SKILLS AND ACHIEVEMENTS TO TAILORING YOUR RESUME TO SPECIFIC JOB DESCRIPTIONS. THEY CAN ALSO HELP YOU OPTIMIZE YOUR RESUME FOR APPLICANT TRACKING SYSTEMS (ATS), WHICH ARE THE SOFTWARE PROGRAMS THAT MANY COMPANIES USE TO SCREEN RESUMES.

# Basic Prompts



02

*"I AM SEEKING ADVICE ON IMPROVING MY RESUME. PLEASE REVIEW THE ATTACHED DOCUMENT (OR PASTE THE FULL DOCUMENT, DEPENDING ON THE AI TOOL AND VERSION) AND PROVIDE GENERAL SUGGESTIONS FOR ENHANCEMENT. FOCUS ON LAYOUT, READABILITY, AND ANY OBVIOUS AREAS THAT COULD BENEFIT FROM IMPROVEMENTS."*

# Intermediate Prompts

03

*“PLEASE ANALYZE THE ATTACHED RESUME, FOCUSING ON SUITABILITY FOR A [TARGET JOB TITLE] ROLE WITHIN THE [INDUSTRY]. HIGHLIGHT AREAS IN THE WORK EXPERIENCE AND SKILLS SECTIONS THAT NEED ADJUSTMENTS TO BETTER ALIGN WITH INDUSTRY STANDARDS AND THE SPECIFIC DEMANDS OF THE ROLE. PROVIDE SPECIFIC RECOMMENDATIONS FOR IMPROVEMENTS”*

# Advance Your Prompts

04

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*"I AM APPLYING FOR A POSITION AS A [TARGET JOB TITLE] AT [COMPANY NAME], AND I NEED DETAILED FEEDBACK ON MY RESUME. ATTACHED (OR 'PASTED' IN) ARE MY RESUME AND THE JOB DESCRIPTION. BASED ON THESE, PLEASE IDENTIFY AREAS WHERE I CAN BETTER SHOWCASE RELEVANT SKILLS AND EXPERIENCES. FEEL FREE TO ASK ME QUESTIONS FOR MORE CONTEXT OR TO CLARIFY ANY ASPECTS OF MY CAREER HISTORY."*

# Keyword ATS Optimisation

05

*"REVIEW MY RESUME ATTACHED (PASTE A SECTION OR ALL OF YOUR RESUME) AND PROVIDE SUGGESTIONS ON HOW TO OPTIMIZE IT FOR APPLICANT TRACKING SYSTEMS (ATS) FOR A [TARGET JOB TITLE] ROLE IN [INDUSTRY]. HIGHLIGHT WHICH KEYWORDS I SHOULD INCLUDE AND ADVISE ON ANY FORMATTING CHANGES NEEDED FOR BETTER ATS COMPATIBILITY."*

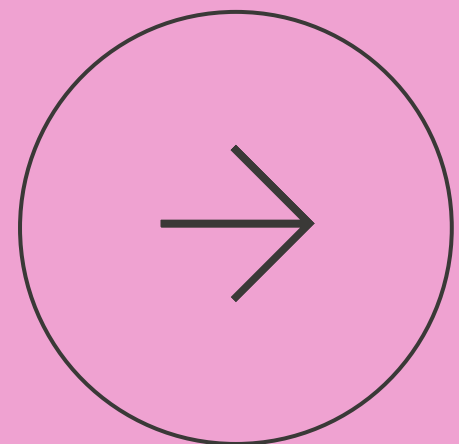
Get feedback..  
Don't sound like an AI  
ROBOT!!!

05

*WHILE AI PROVIDES VALUABLE INSIGHTS, **THE HUMAN TOUCH IS IRREPLACEABLE IN CAREER DEVELOPMENT.** CONSIDER BOOKING A SESSION WITH A CAREER COACH FOR PERSONALIZED ASSISTANCE AND A COMPREHENSIVE REVIEW. A PROFESSIONAL CAN OFFER TAILORED ADVICE, HELP YOU STRATEGIZE YOUR JOB SEARCH, AND PREPARE FOR INTERVIEWS*

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