

Smart Resume Prompt Book

8 structured AI prompts to write, tailor, and position your resume for the job you want · Consultancy Done Differently

Five structured AI prompts for writing the key sections of your resume. Copy the prompt, fill in the [brackets] with your real details, and paste into ChatGPT, Claude, or Gemini.

1

RESUME SUMMARY

Career opening statement

COPY THIS PROMPT:

"Act as a professional resume writer. I am a [role] with [X] years of experience in [industry/trade]. Write a 3-sentence resume summary that highlights my key skills, my biggest achievement, and what I am looking for next. Tone: confident, professional, no jargon. Plain language."

■ Replace [role], [years], and [industry] with your actual details. The result is a ready-to-paste summary.

2

WORK HISTORY BULLET POINTS

Turn job duties into impact statements

COPY THIS PROMPT:

"I worked as a [job title] at [employer] from [year] to [year]. My main duties were: [list 4-5 tasks]. Rewrite these as 5 achievement-focused bullet points using the format: [Action verb] + [what you did] + [result or scale]. Use past tense. No jargon."

■ Give the AI your real job duties in rough dot-point form. It will turn them into strong resume bullets.

3

SKILLS SECTION

Build a targeted skills list

COPY THIS PROMPT:

"I am applying for a [target job title] role in [industry]. Based on this job description: [paste job ad here], list the top 10 skills I should feature in my resume. Group them: Technical Skills / Soft Skills / Certifications and Licences."

■ Paste an actual job ad to get skills matched to what employers are actively looking for right now.

4

KEY ACHIEVEMENTS

Quantify what you've done

COPY THIS PROMPT:

"Help me write 3 achievement statements for my resume based on these notes: [describe something you did at work - saved time, reduced costs, improved safety, trained others, led a project]. Use the format: Achieved [result] by [action] which [benefit]. Include numbers where possible."

■ Think about any time you made things safer, faster, cheaper, or better. That is an achievement worth including.

Smart Resume Prompt Book

8 structured AI prompts to write, tailor, and position your resume for the job you want · Consultancy Done Differently

5

COVER LETTER OPENER

First paragraph that hooks the reader

COPY THIS PROMPT:

"Write the opening paragraph of a cover letter for a [job title] role at [company]. I am a [current role] with [X] years of experience in [industry]. I am applying because [reason]. Keep it to 60 words. Confident and genuine tone."

■ The opener is all that matters at first glance. This gives you a confident first paragraph to build from.

Smart Resume Prompt Book

8 structured AI prompts to write, tailor, and position your resume for the job you want · Consultancy Done Differently

PAGE 2 — TAILORING YOUR RESUME & LINKEDIN

Use these three prompts to adapt your resume for specific job applications. Run them after completing the Page 1 prompts.

6

TAILOR TO A JOB AD

Match your resume to the specific role

COPY THIS PROMPT:

"Here is a job advertisement: [paste full job ad]. Here are the key points from my current resume: [paste your resume summary or dot points]. Identify the top 5 keywords from the job ad I should include in my resume. Then rewrite my resume summary to specifically match this role. Under 80 words."

■ Run this prompt for every job you apply for. A tailored resume outperforms a generic one every single time.

7

SELECTION CRITERIA

Write responses to written criteria

COPY THIS PROMPT:

"I need to address this selection criterion: [paste criterion]. Using the STAR format (Situation, Task, Action, Result), write a 200-word response based on this example from my work: [describe relevant experience]. Professional tone. Plain language."

■ Government and large employer applications often require written criteria. This prompt saves hours of writing time.

8

LINKEDIN HEADLINE + SUMMARY

Profile copy aligned with your resume

COPY THIS PROMPT:

"Here is my updated resume summary: [paste summary]. Now write: (1) A LinkedIn headline in 120 characters positioning me for [target role]. (2) A LinkedIn About section in 250 words expanding on this summary. First person, professional but approachable."

■ After updating your resume, run this prompt to keep your LinkedIn perfectly aligned with your new positioning.

5 PRO TIPS FOR AI-ASSISTED RESUME WRITING

- 1. Always fill in the brackets.** Every [placeholder] must be replaced with your real information before sending to AI.
- 2. Review before you send.** AI gives a strong first draft. Always read and adjust so it sounds like you.
- 3. One prompt at a time.** Start with Prompt 1 (Summary) and use that result in later prompts for consistency.
- 4. Save your results.** Keep a document with all AI-generated resume sections. Update every 6 months.
- 5. Align LinkedIn and resume.** Prompt 8 keeps them perfectly matched. Employers check both.

Smart Resume Prompt Book

8 structured AI prompts to write, tailor, and position your resume for the job you want · Consultancy Done Differently

Get your **FREE Career Readiness Score** at expertaiprompts.info/cdd/quiz/