THE HIRING TREE
STRATEGIC HR+AI CONSULTING

RESUME & JOB SEARCH QUICK GUIDE · COLLEGE EDITION

BUILD YOUR RESUME WITH AI

A good prompt is good soil. Give AI honest material and it helps your real experience grow into a strong, tailored resume.

COPY & PASTE PROMPT

Use AI as a **thinking partner**, not a ghostwriter. Copy the prompt below into your AI tool, fill in every **[bracket]**, and paste the job description at the end. **Never let it invent experience.** Every line on your resume must be true.

THE PROMPT — COPY EVERYTHING INSIDE THIS BOX

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Act as an experienced recruiter who hires entry-level [major] graduates. I'm a college senior
majoring in [major], and I'm applying for [job title] roles in [industry]. I've pasted the
job description below.

Before you write anything, ask me 5 questions, one at a time, about my internships, campus
jobs, class projects, clubs, and volunteer work. Use those questions to uncover measurable
results (how many, how much, how often). If I don't know an exact number, help me estimate it
honestly.

Then build a one-page resume with:
- Contact information (placeholders), with my LinkedIn URL and portfolio link
- A one-sentence professional summary tailored to this job
- Experience: company, title, dates, and 3-5 bullets per role, each starting with a strong
action verb and quantified where possible
- Relevant projects or portfolio work (campaigns, writing, video, events)
- Education: school, degree, expected graduation month and year, honors, and relevant courses
- Optional: leadership, volunteer work, awards

Use keywords from the job description only where my real experience supports them. Never
invent or exaggerate anything. Keep the formatting ATS-friendly, with no tables, columns, or
graphics.

Finally, list any of my bullets that are still weak and tell me what detail would make them
stronger, especially where strong verbs can be used to describe my experience.

Job description: [paste here]
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TIPS

ANSWER HONESTLY
Give real details about what you did. The AI can only work with what you tell it.

ESTIMATE IF UNSURE
No exact number? Make a fair, honest estimate ("about 20 a week") you could explain in an interview.

REVIEW EVERY LINE
Read, edit, and fact-check every bullet. Make it sound like you, not a robot.

NEW JOB, NEW PASTE
Paste in a fresh job description for each application so your keywords fit that role.