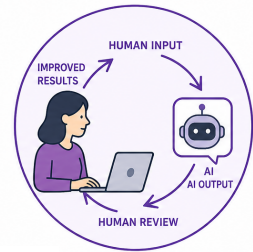

For Client Use



Remember: AI should be used as a tool or brainstorming assistant, not an infallible author.

Always conduct a 'Human-in-the-Loop evaluation' which is a critical review process for auditing AI-generated content.

Note: To prevent the information, you input into AI tools from being saved and used to train new AI models, you must use 'Temporary Chat' mode in your preferred AI chat app. It often appears as a button in the top right corner when starting a new chat window.

Step 1

Find a detailed job posting on a website such as Indeed, LinkedIn etc. that aligns with your career path and is in an area you can work in.

Step 2

Locate an old draft of your resume, if available. If not, write down key facts of your experience, education, and general achievements. Be specific about your education and skills, providing dates where possible.

Step 3

Critically evaluate the AI-generated content. Verify that all claims are accurate and authentic to your experience. Edit out generic "AI-speak" and ensure the tone reflects your unique professional voice.

Useful AI Prompts

- Analyze this job post (paste the job posting) and identify 20 keywords that should be included on my resume.
- Based on this background about me (paste current resume sections) and this job posting (paste job posting) that I would like to apply to ask me any further questions you would need to know in order to create a good resume for me.
- Based on this info about me (insert info from background step and current resume sections) and this job post (paste the job posting), draft a professional resume for me.
- Compare this job post (paste the job posting) with this info about me (insert resume sections) and identify what the keyword match percentage for ATS would be.