

AI PROMPT DOCUMENT 1 - INSTRUCTIONS FOR USING YOUR TARGETED RESUME PROMPT FOR OLIVIA COGGINS

You now have a comprehensive A2 Achieve Working Resume that contains much more information than you should ever send to an employer. Think of that document as your career database. It preserves your education, scientific coursework, laboratory experience, pharmacy responsibilities, Disney experience, forensic exposure, training, accomplishments, skills and other details so we have a reliable source to pull from throughout your job search.

Do not submit the Working Resume itself.

Instead, you will use the prompt in Document 2 whenever you find a specific job that interests you. The prompt instructs an AI tool to compare that particular job posting against your Working Resume and create a new resume specifically targeted to the position.

This is especially important for you because your background can support several different career directions. A pharmaceutical sales recruiter should immediately see your healthcare knowledge, medications, patients, providers, purchasing, inventory, training and relationship-building experience. A forensic or laboratory employer should immediately see Biomedical Sciences, Chemistry, laboratory coursework, scientific methods, forensic exposure, accuracy and regulated work. A broader healthcare or scientific employer may need a combination of those things.

You have the experience. The goal is to make sure the right experience is visible for the right job.

WHAT YOU WILL NEED EACH TIME

Before using the prompt, have two things ready:

1. **Your current A2 Achieve Working Resume**
2. **The complete job posting for the position you want**

Whenever possible, use the entire posting rather than only the job title. The responsibilities, required qualifications, preferred qualifications, skills and company language are what allow the AI to target the resume effectively.

If you found the job online, I recommend copying the full posting into a document or directly into the AI conversation rather than relying only on a link. Job postings sometimes disappear, change or cannot be accessed by every AI platform.

STEP ONE: START A NEW AI CONVERSATION

For each important application, begin a **new conversation** with ChatGPT or the AI tool you are using. Do not continue using one long conversation for 20 unrelated jobs. Starting fresh makes it less likely that information from another company or previous position gets mixed into the new resume.

STEP TWO: UPLOAD YOUR WORKING RESUME

Upload:

A2 ACHIEVE WORKING RESUME – OLIVIA COGGINS

Tell the AI that this is the source document it must use. Your Working Resume includes far more information than belongs in any one final resume. That is intentional. The AI should select from it rather than reproduce it.

STEP THREE: PROVIDE THE JOB POSTING

Either:

- Upload the job posting as a PDF or document, or
- Copy and paste the complete job description into the conversation.

Make sure the company name and job title are included. Do not shorten the posting before giving it to the AI. Something that looks unimportant to you may actually be a valuable ATS keyword or qualification.

STEP FOUR: COPY AND PASTE THE ENTIRE PROMPT

Use the prompt in Document 2 exactly as written. You do **not** need to rewrite the prompt for pharmaceutical jobs, forensic jobs, laboratory jobs or broader healthcare positions. The prompt is designed to determine what the employer values and then select the most relevant parts of your Working Resume.

STEP FIVE: REVIEW THE RESULT BEFORE YOU USE IT

AI should help you position your experience. It should never create experience for you. Before submitting the resume, check every statement and ask yourself: **Can I comfortably explain this in an interview and give a real example of when I did it?** If the answer is no, do not submit that statement.

Pay particular attention to language involving:

- Sales
- Revenue
- Quotas

- Territories
- Accounts
- CRM systems
- Laboratory testing
- Instrumentation
- Forensic casework
- Evidence processing
- Reports
- Investigations
- Leadership
- Supervision
- Certifications

For example, your pharmacy and Disney experience gives you significant transferable experience for sales, but that does not mean you should claim you have carried a sales quota or managed a territory.

Likewise, your academic laboratories and CSI internship give you legitimate scientific and forensic exposure, but they should not be rewritten as professional laboratory employment or independent forensic casework. The difference between strategic wording and exaggeration matters.

STEP SIX: CHECK THE TOP THIRD OF THE RESUME

The first portion of the resume is extremely important. Within a quick scan, the employer should be able to understand why your background makes sense for this particular job.

For example: *For a pharmaceutical or medical sales position, I would expect your opening section to emphasize some combination of:*

Biomedical Sciences	Purchasing and inventory
Healthcare experience	Training
Medication knowledge	Customer service
Patients and healthcare providers	Problem solving
Relationship building	

For a forensic, chemistry or laboratory position, I would expect it to emphasize:

Biomedical Sciences	instrumentation
Chemistry minor	CSI internship
3.62 GPA	Evidence exposure
Cum laude	Accuracy
Scientific coursework	Confidentiality
Laboratory methods and	Regulated work

If the opening still sounds like a generic resume that could be sent anywhere, the targeting is not strong enough.

STEP SEVEN: LOOK AT THE EXPERIENCE ORDER AND BULLET ORDER

The jobs themselves do not necessarily need to change order, but the bullets within them absolutely can. For a pharmaceutical sales application, the first Payless Pharmacy bullets may concern patients, providers, medications, purchasing, inventory and problem solving. For a forensic laboratory application, the same pharmacy job may begin with accuracy, controlled substances, confidentiality, regulated processes and discrepancy resolution. That is not changing your history. It is changing what the employer sees first.

The same principle applies to Disney. For a customer-facing position, Disney may deserve several bullets. For a laboratory role, it may only need a few lines establishing training, reliability, procedural compliance and performance under pressure.

STEP EIGHT: CHECK THE LENGTH

For most positions at your career stage, the finished targeted resume should be approximately one to two pages. Do not force the resume onto one page if doing so eliminates relevant scientific coursework, laboratory skills or accomplishments that directly support the position. At the same time, do not use two pages simply because information exists. Every section should earn its place.

STEP NINE: SAVE EACH RESUME SEPARATELY

Do not overwrite your Working Resume. Use a naming system such as:
Olivia Coggins – Pfizer – Pharmaceutical Sales Representative Resume
Olivia Coggins – ADFS – Forensic Scientist Trainee Resume
Olivia Coggins – Company Name – Laboratory Analyst Resume

Over time, you will build a library of targeted resumes that can also be reused as starting points for similar opportunities.

MOST IMPORTANT RULE: *Your Working Resume is the source of truth.* The job description tells us what to emphasize. It does not give us permission to add qualifications you do not have. The purpose of targeting is not to make you look like someone else. It is to make sure an employer recognizes the parts of your real background that matter most to them.