

Creating a Targeted Resume – AI Tutorial #1

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Step 1: Choose the Job

Start by selecting the specific job you want to apply for. For this tutorial, I'll be using the following posting:

Job link:

<https://www.levels.fyi/jobs/level/entry?locationSlugs=greater-denver-and-boulder-area%2Cgreater-austin-area&postedAfterTimeType=days&postedAfterValue=7&searchText=software&jobId=122126306778194630>

You will repeat this entire process for **every job application**. One job = one targeted resume.

Step 2: Have Your Working Resume Ready

You will need your **WORKING RESUME (master copy)** available to attach or reference. This should include *everything* you've done—no page limits, no polishing, just the full source of truth.

To keep things simple, I'm using a **paid/subscription version of ChatGPT** for this tutorial, but the steps apply to other AI tools as well.

Step 3: Paste the Prompt (Don't Submit Yet)

Open your AI tool and **copy and paste the prompt below**.
Do not hit Enter or Submit yet.

Prompt:

“Your task is to create a targeted resume tailored specifically to the job description provided below, using only the experience, skills, metrics, and language contained in the attached working resume (master copy) attached. Do not invent new roles, tools, certifications, achievements, or results.

Guidelines:

- Rewrite and reorder bullets to align clearly with the job description’s priorities, responsibilities, and keywords.
- Translate existing experience into the employer’s terminology, but keep the job seeker’s natural voice — direct, human, and professional.
- Avoid buzzwords, clichés, and generic resume phrases.
- Do not sound robotic, overly polished, or AI-generated.
- Preserve specificity, clarity, and credibility.
- Quantify results where the working resume already provides numbers or outcomes.
- Optimize for ATS compatibility while ensuring the resume reads naturally to a human.

Output requirements:

- Length: 2 pages
- Format: Clean, professional bullet format
- No first-person pronouns
- Strong action verbs, but restrained and authentic
- Final product should feel like *the candidate wrote it on their best day*, not like a template

If something in the job description is not addressed in the working resume, do not fabricate it — simply prioritize the strongest relevant experience that does exist.

Job Description:”

*You’ll notice the prompt ends with “**Job Description:**”. That’s intentional.*

Step 4: Add the Job Description

Go to the job posting you selected in Step 1.

Copy the **entire job description text** and paste it **directly after** the words: **“Job Description:”**

Step 5: Confirm What You’re Pasting

This is the text I am copying and pasting into the prompt:

“Are you looking for a unique opportunity to be a part of something great? Want to join a 17,000-member team that works on the technology that powers the world around us? Looking for an atmosphere of trust, empowerment, respect, diversity, and communication? How about an opportunity to own a piece of a multi-billion dollar (with a B!) global organization? We offer all that and more at Microchip Technology Inc. People come to work at Microchip because we help design the technology that runs the world. They stay because our culture supports their growth and stability. They are challenged and

driven by an incredible array of products and solutions with unlimited career potential. Microchip's nationally-recognized Leadership Passage Programs support career growth where we proudly enroll over a thousand people annually. We take pride in our commitment to employee development, values-based decision making, and strong sense of community, driven by our Vision, Mission, and 11 Guiding Values; we affectionately refer to it as the Aggregate System and it's won us countless awards for diversity and workplace excellence. Our company is built by dedicated team players who love to challenge the status quo; we did not achieve record revenue and over 30 years of quarterly profitability without a great team dedicated to empowering innovation. People like you. Visit our careers page to see what exciting opportunities and company perks await! Job Description

Microchip's Frequency and Timing Systems is a world leader in precise time solutions and sets the world's standard for time. The company generates, distributes, and applies precise time for the communications, aerospace/defense, IT infrastructure, and metrology industries. Frequency and Timing Systems is expanding new contracts in the areas of digital signal processing, satellite communications, airborne timing, and navigation systems. Microchip's Government Systems group is seeking an entry-level Software Engineer to join our Software Engineering team and contribute to R&D programs in the field of precision timing and communications systems. This role is well-suited for a recent college graduate who is eager to build hands-on experience writing production C++ and Python code, working close to hardware, and learning from experienced engineers in a regulated engineering environment. The successful candidate must be able to work independently within a multi-disciplinary team to achieve technical objectives. Candidates who enjoy technical achievement, cooperative research, and market-leading product development excel at Microchip. Our opportunity offers the chance to solve real-world problems and to expand your professional skillset in a unique and fun environment. This is a hands-on technical position located in Boulder, Colorado.

Requirements/Qualifications

Required Qualifications:

- Bachelor's degree in Computer Science, Electrical Engineering, Physics, Mathematics, or similar degree from an accredited university
- 0-2 years of professional software development experience
- Design, develop, validate, and maintain architectures, requirements, algorithms and interfaces for software running on embedded systems
- Strong understanding of fundamental software engineering concepts (data structures, algorithms, debugging)
- Proficiency in object-oriented programming using C++ and Python
- Ability to work independently on assigned tasks while seeking guidance when appropriate
- US citizenship

Preferred Qualifications

- Experience developing and debugging software on a variety of embedded systems including x86 and ARM
- UNIX system familiarity including setup, installation, configuration, package management, scripting and general systems programming (Yocto Linux, FreeBSD is a plus)
- Mathematical background in statistics, time series analysis, filtering and outlier rejection
- Experience using distributed version control systems (Mercurial, Git, etc.)
- Familiarity with precise timing applications or algorithm development for Position, Navigation and Timing systems."

Once it's pasted in, double-check that:

- The job description is complete
 - The prompt text is unchanged
 - Your working resume is attached (if your AI tool requires it)
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Step 6: Submit and Export the Resume

Now you can submit the prompt.

If your AI tool offers a **longer or deeper reasoning option**, use it.

Once the targeted resume is generated:

- **Copy and paste the output into a Word document**
 - **Do NOT** let the AI create or export the document for you
(AI-generated files often add hidden formatting that causes issues later)
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Next: Decide How You'll Submit

At this point, you need to know **how the employer accepts resumes**. There are two common scenarios.

Option 1: Direct Submit (Upload a Resume File)

If you are uploading a resume file, your document must be **ATS-friendly** and within a page limit.

Typical formatting guidelines:

- **Name:** Arial, 14 pt
- **Section headings:** Arial, 12 pt
- **Body text:** Cambria, 12 pt
- **Margins:** Normal (adjust slightly if needed to control length)
- **Paragraph spacing:** Single, 0 pt before and after

After formatting:

1. Read **every line** carefully
2. Confirm everything is accurate, truthful, and sounds like *you*
3. Save the file as:
 - A Word document, and
 - A PDF named with **Your Name + Job Title + Company**

You now have a polished, targeted resume ready to upload or email.

Option 2: Copy / Paste Applications

If the application requires you to paste your resume into text fields:

- Do **not** give the AI a page limit
- Skip formatting and PDF creation
- Copy directly from your Word document into the application

In this case, clarity and keyword alignment matter more than layout.

Final Note

You will repeat this exact process for **every job you apply to**. It takes more time than sending the same resume everywhere—but it dramatically improves alignment, ATS performance, and interview callbacks.