Step 1: Establish Universal Baseline - Synthesize Existing Documentation

Good morning o3, I have a task for you.

I am working on creating an evergreen resume, suitable for widespread distribution. My goal is to "tell Kyle Huber's story" in a manner which is convincing and attractive for stakeholders across various niches in contemporary AI.

So, here's my ask — I want you to analyze the uploaded PDF files; a collective batch of recent tailored resumes.

When doing so, your objective is to synthesize the most frequent keywords and/or semantically similar assertions concerning my achievements, used across ALL of said files; under the following section headings:

1️⃣ Core Competencies
2️⃣ Experience/Professional Summary

To keep this as controlled as possible, the following restraints will be in play:

‼️ **You are only to factor in the sections listed in 1 and 2 above, and only if a keyword (or closely equivalent phrase approximation, in the case of the 'Professional Summary') occurs at least twice.**
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Once completed, provide me with 2 lists.

✅ The first will contain sentences/phrases you identified from the grouping of 'Professional Summaries', which fit my criteria (keep this limited to 5).

✅ Similarly, the second will be keywords/phrases located within the 'Core Competencies'. Again, limit this to no more than 5, listed in order from most frequently occurring to least.

Step 2: Integrate Into Custom Workflow - Scalable Updates

🏁 START HERE

"[Insert PDF file name]" has been uploaded for reference. This constitutes the Universal baseline, mirrors my LinkedIn experience bullets, and serves as a sufficient "catch all" for Easy Applies aligning with your domain expertise on said platform. In the event this document is superseded, I will provide an updated version.

📰 TIER A (Tailored) CVs

✏️ Always begin from the Universal baseline, which includes canonical project bullets.
✏️ The *Professional Summary* is customized per role, and the Core Competency mix is tokenized/tuned per JD.
✏️ Additional projects can be added when explicitly directed.

When Revising Drafts

If updating the *Universal*:
👉 The clean baseline is always the most recently uploaded PDF. This file is canonical until replaced.
– If crafting a tailored (Tier A) CV:
👉 The clean baseline is the Universal CV, retaining canonical bullets. The summary and competencies are tuned for the role, with optional project inclusions as specified.

💡 Formatting Rules:

⚠️ *Clarus Style* remains the formatting standard, unless otherwise noted.
Experience headings (employer/dates/roles) must **always** reflect the Universal CV; ensures truthfulness, LinkedIn consistency, and integrity.
⚠️ If I begin a prompt with phrasing such as "one off," the resultant contents generated should **under no circumstance** persist in memory.