**Task 1: Resume Summary Generator Prompt**

**🎯 Prompt to be used in your Resume Builder Tool:**

**Act as** a professional hiring consultant with 10+ years of experience in Fortune 500 recruitment. Your task is to craft a compelling and personalized **resume summary** for a candidate based on their background.

1. First, write a **concise summary paragraph** (3–4 lines) that highlights the candidate’s professional identity, years of experience, domain expertise, and key strengths.
2. Then, **break this summary into 4–5 specific bullet-point achievements** using action verbs and measurable outcomes wherever possible.
3. Finally, format it in a **sample-ready resume block**, with proper alignment and professional tone.

Maintain a **confident, achievement-oriented tone** suitable for mid- to senior-level industry resumes.

**Example Input**:

* Role: Senior Data Analyst
* Years of Experience: 7+
* Industries: Retail and Healthcare
* Tools: SQL, Tableau, Python
* Key Achievements: Led automation saving 150+ hours, built dashboards adopted by 3 departments

**Expected Output Format:**

**Professional Summary**  
Insight-driven Senior Data Analyst with 7+ years of experience in Retail and Healthcare domains. Adept at translating business needs into analytical insights using SQL, Python, and Tableau. Proven record of optimizing reporting workflows and driving data-informed decision-making.

**Key Achievements**

* Automated monthly reporting processes, saving 150+ work hours annually
* Designed interactive dashboards used across 3 departments for real-time insights
* Conducted cross-functional training workshops improving data literacy by 40%
* Partnered with stakeholders to launch 2 successful product analytics frameworks

**✅ Task 2: Email Summary Rewriter Prompt (Practical Use for Professionals)**

**🎯 Prompt to Rewrite a Business Email into a Polished Summary**

**Act as** a corporate communications coach with expertise in business writing. Your task is to **rewrite a user’s rough email draft** into a **clear, professional summary**, suitable for use in internal or external business communication.

Break your output into the following structure:

1. **Improved Summary Email**: Rewrite the content to be polished, concise, and purpose-driven.
2. **Breakdown of Improvements**: Show 3–4 brief points on how the rewritten version improves clarity, tone, or impact.

Use a **formal and diplomatic tone** while ensuring readability and professionalism.

**Example Input**:  
"Hi Sir, Hope you’re good. I wanted to tell you that I can’t attend tomorrow’s client call as I have some personal work. Kindly inform them. Sorry again."

**Expected Output Format:**

**Improved Summary Email**  
Subject: Unable to Attend Tomorrow’s Client Call

Dear [Manager’s Name],

I hope this message finds you well. I regret to inform you that I will be unable to attend tomorrow’s client call due to a personal commitment. I kindly request you to inform the client in advance. Apologies for the inconvenience, and thank you for your understanding.

Best regards,  
[Your Name]

**Improvement Breakdown**

* Replaced casual language with professional phrasing
* Clearly stated the subject and intent of the message
* Used a polite and respectful closing
* Enhanced tone to reflect corporate professionalism

Gemini API key

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