

The Ultimate ChatGPT Resume Prompt Book

Land More Interviews, Get Noticed, and Build a Resume You're Proud Of

10 powerful prompts that help you rewrite, optimize, and personalize your resume like a pro & will 100% help you get more Interview Calls

"Downloaded by 10,000+ jobseekers just like you."

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Consultation: [Book 1:1 calls/free resources here](#)

Why This Resource Matters

Let's face it, job searching is hard. And yet, the biggest reason people don't get interview calls isn't their experience... it's their **resume**.

Most resumes have hidden flaws:

- Vague or boring language
- Lack of metrics or impact
- Not tailored to the job
- Missing keywords for ATS (Applicant Tracking Systems)

But here's the truth: **you don't need a resume writer**. You just need the right prompts and ChatGPT can help you build a resume that gets interviews. I have used it myself, so they are tried and tested and will definitely help you!

This guide gives you the **EXACT PROMPTS** to:

- ✓ Uncover hidden issues
- ✓ Rewrite like a recruiter
- ✓ Personalize for every role
- ✓ Beat the ATS
- ✓ Craft a powerful first impression

Let's dive in!

But, before we start, let's learn:

How to Use This Guide (Prompt Like a Pro)

Before you start, here's how to get the most out of these prompts:

- **Always paste your FULL resume** when asked, context is everything.
- **Paste the FULL Job Description** if the prompt asks for it.
- **Iterate**: ask ChatGPT to revise, simplify, or rephrase.
- Don't hesitate to **combine prompts** for deeper results (e.g., "Rewrite + ATS optimize").

The Ultimate Resume Prompts

SECTION 1: Fix Hidden Flaws & Weaknesses

Prompt 1: Diagnose My Resume Like a Recruiter

“Act like a senior recruiter in [Your Industry]. Review my resume and point out any red flags, weak points, or missing sections. Highlight what may cause rejection and suggest specific improvements.”

Resume: [Paste your resume here]”

Prompt 2: Rewrite to Sound Like a High-Achiever

“Rewrite the following bullet points to sound more results-oriented and impressive. Add business impact or metrics if relevant.”

Original Bullet Points:

- *[Example line 1]*
- *[Example line 2]”*

Prompt 3: Optimize for ATS & Human Recruiters

“Make this resume ATS-friendly for a [Job Title] position. Include keywords from the following job description while keeping the tone natural and readable.”

Resume: [Paste it]

Job Description: [Paste it]”

SECTION 2: Tailor Your Resume to the Job You Want

Prompt 4: Customize for a Specific Role & Company

“Rewrite and tailor my resume to fit this specific role and company. Use their tone, priorities, and job description to shape my experience in the most relevant way.

Role: [e.g., UX Designer]

Company: [e.g., Razorpay]

Resume: [Paste it]

JD: [Paste it]”

Prompt 5: Transform My Resume for a Career Shift

“I’m switching from [Industry A] to [Industry B]. Rewrite my resume to emphasize transferable skills, soft skills, and achievements relevant to the new field.

Resume: [Paste it]

Target Field: [e.g., Data Analytics]”

Prompt 6: Write a Summary That Grabs Attention

“Write a compelling 2–3 line resume summary that highlights my value in [Target Role] and makes a recruiter stop scrolling.

Background: [Your short bio or experience]

JD: [Paste the job description]”

SECTION 3: Differentiate & Build Confidence

Prompt 7: Benchmark Me Against Top Candidates

“Compare my resume with top candidates in [Field]. What’s missing? What could be stronger? Give actionable suggestions to reach top-tier quality.

Resume: [Paste it]

Field: [e.g., Software Engineering]”

Prompt 8: Write a Powerful Cover Letter (use if needed)

“Create a confident and concise cover letter that highlights my personality, skills, and cultural fit — without repeating my resume.

Role: [e.g., Growth Marketer]

Company: [e.g., Meesho]

Resume: [Paste it]

Optional Achievements: [Add here]”

Prompt 9: Improve Layout, Readability & Structure

“Analyze the visual layout of my resume and suggest improvements to structure, formatting, font, sectioning, and flow.”

Prompt 10: Turn My Work Into Measurable Outcomes

“Rewrite the following bullet points to reflect business impact. Add KPIs, numbers, or tangible outcomes where possible.

Original Points:

- *[Paste 3-4 lines]*

Bonus Tips: 5 Pro Moves

1. **Always use a clean, single-column layout** (ATS loves it).
2. **Start each bullet with a power verb** (e.g., Led, Achieved, Scaled) - [Access Full List of Power Words](#)
3. **Numbers catch eyes**: quantify wherever you can.
4. **Customize your resume summary for each job**.
5. **Use ChatGPT iteratively**: prompt, refine, and prompt again.

Additional Resources:

I had also created a guide which will help you land more Interview Calls once - do check it out if you found this useful - [Complete Guide to Landing Interviews](#)

You can download a sample Resume Template from here and start building on it - [ATS Friendly Resume Template](#) - DM me on Instagram if you want a Canva editable version of this!

Once this is sorted, use this [Email List of HRs](#) to reach out to recruiters.

(Disclaimer: Some of these emails might not be active because the person might have left the organization, but 75% of it is still usable)

Before you go...

Most jobseekers treat ChatGPT like a one-shot tool. But you? You now have a full **playbook**. These prompts are like having a career coach and resume writer in your back pocket.

- ✓ Use this resource every time you apply.
- ✓ Save these prompts in Notion or Google Docs and keep them handy
- ✓ Share with a friend who needs a resume glow-up.

Want even more job-hunting help?

Follow me on Instagram ([@ankitaa.jaiswal](#)). Let's get your next job together!