

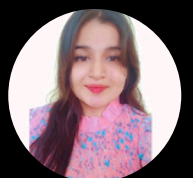
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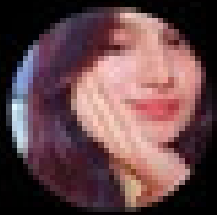


ChatGPT can help YOU write a  
**high-converting resume.**

But you need to know what  
prompts to ask to **ChatGPT.**

Here are 5 [**easily implementable**]  
tips to get multiple shortlists:





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## **1/. Match Your Resume with Job Description**

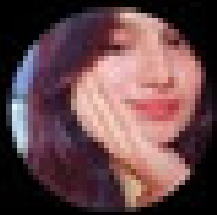
Every hiring manager has a specific need and the resume should be tailored to that need.

So, ask the ChatGPT below prompt:

*Rewrite my resume and customize it as per the Job Description below.*

*Here is my resume [Resume text].*

*Here is the Job Description [Job description Text].*



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## **2/. Optimize it by making specific asks**

Most of the time, the first version isn't the best one and is filled with generic stuff.

So, ask this prompt to customize the resume text further:

*Rewrite the above answer by*

- 1.starting each bullet with powerful action verbs*
- 2.putting more focus on the [specific work] of my latest experience*
- 3.showing impact using numbers and results*
- 4.optimizing for fitting it on one page.*



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### **3/. Review each bullet point**

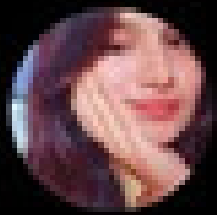
In the first iteration, ChatGPT sometime gives average responses.

So, rewrite each resume pointer by asking the below prompt:

*Rewrite this point [paste the resume point ] in less than 20 words, include the keywords from the job description below, and use compelling language.*

*Job Description - [Paste Job Description Text]*





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## **4/. Optimize the bullet points**

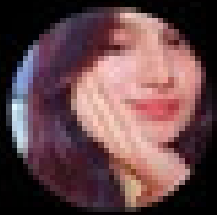
How??

Your resume pointers should be unique to what you bring to the table.

So, do not settle for LESS.

*Ask ChatGPT to write at least 5 more versions of the result.*

*See which ones fit your narrative the best and do a mix-and-match among the options.*



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## **5/. Audit Your New Resume.**

Do not lose the bigger sight - What the hiring manager is looking for in a resume

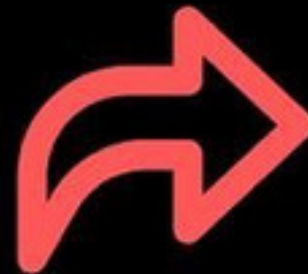
So, do a quick to see if your resume has

1. *Bullet points starting with action verbs*
2. *Words common with the job description*
3. *Skills required for the job you're targeting*
4. *Resume pointers with numbers to make an impact*
5. *Correct grammar*



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new, follow if you got value