



**SUPERCHARGE
YOUR RESUME
WITH AI**

Supercharge Your Resume with AI: Land Interviews Faster

Write smarter.

Apply faster.

Get noticed.

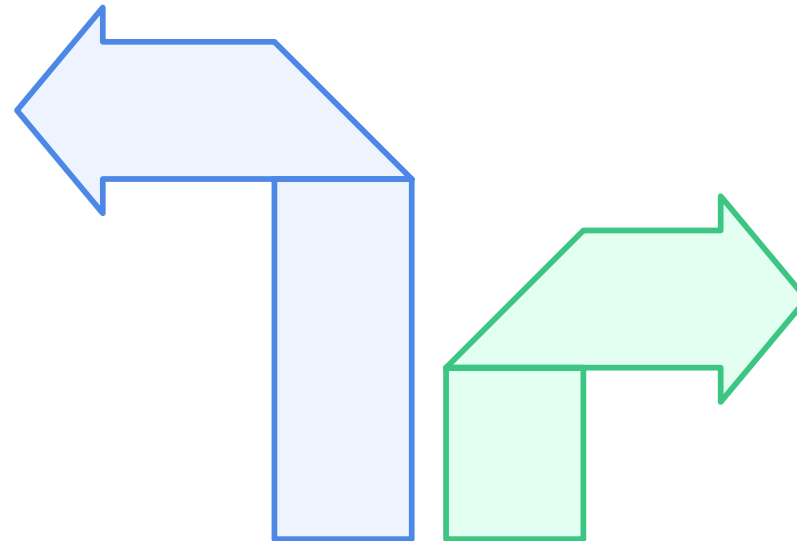
Resume vs. Curriculum Vitae(CV)



Which document should I use for my job application?

CV

Suitable for academic or research roles, providing a comprehensive overview of qualifications.



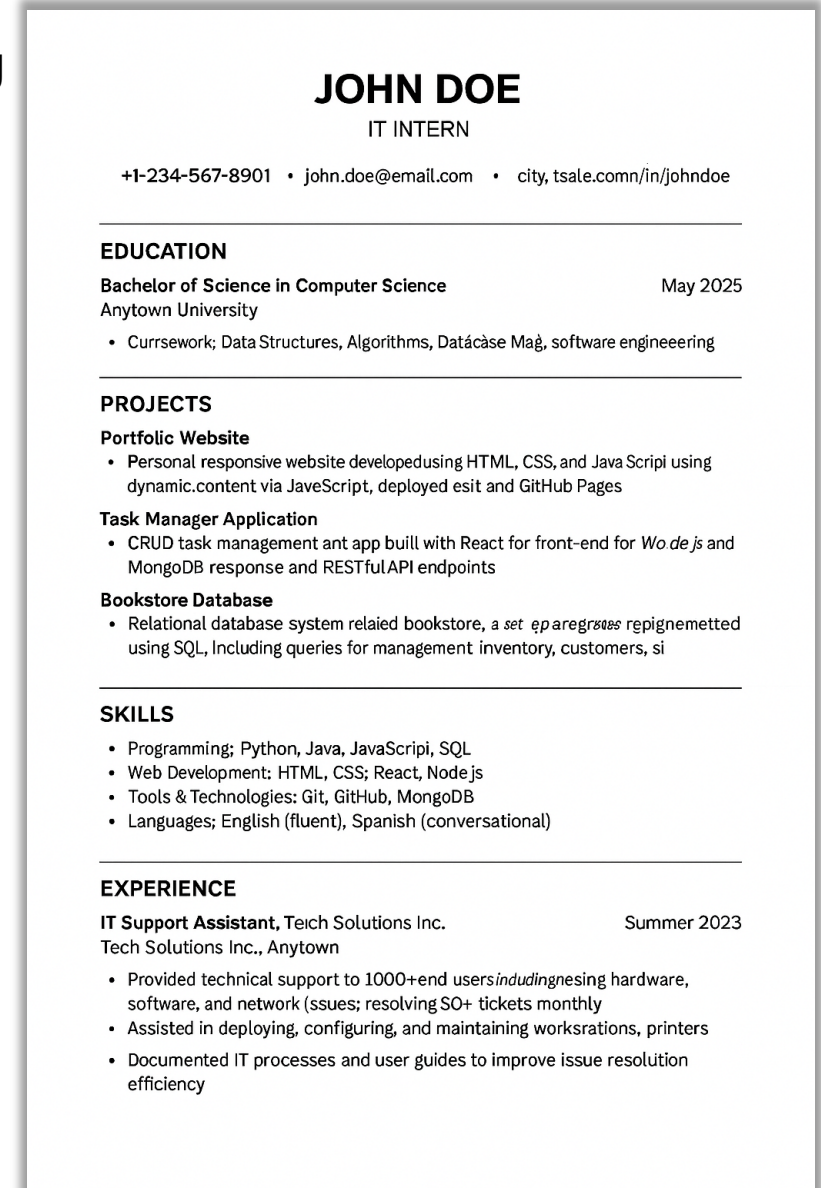
Resume

Ideal for internships and entry-level positions, focusing on brevity and relevance.

Why Use AI to Build Your Resume?



- ❖ **This is an AI module:** The goal is not just a great resume, it's learning how to use modern AI tools to think, write and revise effectively.
- ❖ **Speed + structure:** AI helps you organise your thoughts quickly and gives you a solid starting draft. No blank page paralysis.
- ❖ **Tailored resumes stand out:** Tools like ChatGPT and Gemini help you align your resume to specific job roles (e.g., OCBC vs Paris Baguette).
- ❖ **Better phrasing, fewer mistakes:** Grammarly and LLMs improve grammar, tone, clarity and style, making your writing more professional.
- ❖ **Simulate the employer's view:** You can ask AI to critique your resume from a hiring manager's perspective before you send it.
- ❖ **Interview-ready content:** If you write it with AI and can explain it clearly, you're already rehearsing for interview questions.
- ❖ **Research is easier:** NotebookLM lets you track and review company and role information, which boosts both resume relevance and interview performance.



The AI-Driven Resume Workflow



- ❖ 💡 **Tip:** Tailor each resume to the company. OCBC and Paris Baguette may both need IT interns, but their expectations may be very different.
- ❖ **Explore jobs & companies:** Use NotebookLM or Gemini to extract insights from job ads, websites, or PDFs. Start building a company research notebook in NotebookLM. Doing so will help when tailoring the resume and preparing for interviews.
- ❖ **Understand the role & context:** Ask ChatGPT: "What's the difference between working IT at a bank vs a retail chain?" Tailor based on scope, tools, and soft skill focus.
- ❖ **Extract job keywords:** Use an LLM to summarise key skills and expectations from each job description.

The AI-Driven Resume Workflow (cont'd)



- ❖ **Write achievement bullets:** Use LLM prompts to refine your raw experiences with more impact. Ask it to target your achievements to the job description.
- ❖ **Refine & proofread:** Grammarly checks tone, grammar, and clarity.
- ❖ **Review with AI again:** Use prompts like: "Act as a hiring manager. What's missing or overstated?" or "What would make this resume more impressive for this job?"

Mindset Tips for Resume Success



Principle	What It Means for You
Start with the end in mind	Know your ideal company, role or domain. Tailor everything towards that goal. Ignore feelings of inadequacy.
You are not your resume	The resume is just a tool. Focus on how you can help the company, not just listing what you've done. What value do you bring?
Every job is different	Avoid one-size-fits-all resumes. Maybank may need a specialist; HDB might want a flexible generalist.
Do your homework	Use NotebookLM to collect insights about the company and role. Show you care and understand them.
Evidence beats adjectives	Replace "team player" with quantifiable, specific actions and results.
Get feedback before sending	Use AI tools and ask a peer or lecturer for one final check.
Think interview now	Don't add anything you cannot explain in an interview. Use AI to simulate tough questions .

Key Tools



Tool	What It Does
ChatGPT or Gemini Pro	Draft bullets, tailor resumes, generate cover letters, extract job keywords, and rewrite for clarity. Use Gemini via Google AI Studio for free.
NotebookLM	Gather and organise company and role information. Create a notebook with sections like role summary, required skills, your matching experiences, and interview prep notes.
Grammarly	Fix grammar, tone, and consistency. Helpful for final polish.



Explore Jobs & Companies

Activity



Start Your Company Research Notebook



- ❖ **Pick a real company:** Choose one company you might apply to (e.g., OCBC, Grab, Paris Baguette, NCS, Shopee).
- ❖ **Find one resource:** Locate a job ad, company website, or news article about that company. Copy the link or text into NotebookLM.
- ❖ **Ask AI a smart question:** Paste or upload the material into NotebookLM. Then ask:
 - What kind of IT interns would this company likely need?
 - What stands out about the company culture or tech stack?
- ❖ **Create a note:** Title the note: Company: [Company Name]. Add sections for:
 - Role summary
 - Required skills
 - Possible projects
- ❖ **Recall:** Note down your matching experience (brief bullets)

Understand Role & Context



- ❖ **Compare:** Pick two companies from different sectors (e.g., OCBC Bank and Red Cross Singapore).
- ❖ In ChatGPT, ask: "What's the difference between working IT at [Company A] vs [Company B]?"
- ❖ Use the response to compare differences in:
 - Job scope
 - Expected soft skills
 - Tech tools or focus areas
- ❖ Summarise the key distinctions in your notes or NotebookLM under a new section: Role Context Comparison

Extract Job Keywords



1. Visit a local job platform such as [LinkedIn Jobs](#), [MyCareersFuture](#), [Grab](#), or [JobStreet](#).
 - ❖ Search for an IT internship role (preferably in Singapore).
 - ❖ Copy and paste the job description into ChatGPT or Gemini.
 - ❖ Prompt: **Extract the top 10 technical skills and 5 soft skills this job requires. Format them as a checklist.**
 - ❖ Save the results into your NotebookLM under a new note titled: Job Keywords - [Company Name]
 - ❖ Bonus: Compare the keywords across 2 different roles and reflect—Which one suits your current strengths more?



Alignment

Alignment is Key



You have experience, but it doesn't quite match what is required. This is where LLM can help. You may want to change the temperature a little.



Student's experience: I built a website for a school project promoting food donation and hosted it on GitHub Pages.



Job Request: Website maintenance skills required.



Prompt: Rewrite this "I built a website for a school project promoting food donation and hosted it on GitHub Pages" as a one-line resume bullet using action + task + result. Make it relevant to a job description asking for **website maintenance skills**.



Result: Deployed and maintained a static food donation campaign site on GitHub Pages, updating content weekly and ensuring 99% uptime over three months.

Alignment is Key



You have experience, but this time it's a bit of a stretch to see how it could apply to a particular job request.

 **Student's experience:** I created a Python game for a school project that tracks player progress and scores.

 **Job Request:** Data entry and management skills required (e.g., Excel, structured documentation, handling large datasets)..

 **Prompt:** Rewrite my experience as a one-line resume bullet using action + task + result. Make it relevant to a job requiring data entry and management skills.

 **Result:** Designed and coded a Python-based game that tracked and stored player data in structured format, demonstrating attention to data accuracy and organisation.

You may be surprised how good AI is at alignment. Just don't go too far as it will become obvious 😊



Write Your Resume

Activity





Complete your Resume



Complete your Resume either in MS Word or Google Docs.

- ❖ **Request:** Ask your favourite AI to create it for you. All foundational models are good at this task. You can use Google, OpenAI, Perplexity, Grok or a model in LM Studio
- ❖ **Prompt:** "I am a polytechnic student in Singapore studying Information Technology. Please create a **resume** in British English for an IT internship role. Format it using standard Word headings (Education, Projects, Technical Skills, etc.). Focus on clarity, professionalism and brevity. The tone should match Singapore industry expectations (e.g., concise, no photo, no NRIC). Include one academic project, one CCA, and placeholder contact details. Use standard fonts like Calibri or Arial."
- ❖ **Generate:** The AI will now create a template you can use. Depending on your selection of AI it may even create the MS Word/Google Docs file for you. If you prefer a different format, use prompt chaining until you get exactly what you want.



Complete your Resume



- ❖ **Update the Template:** Update the resume with your own details. Use the techniques taught in this lesson.
- ❖ **Review & Critique:** Ask the AI for a final review and critique.
- ❖ **Save:** When you are completely satisfied, save the resume in a location you will not forget.
- ❖ **Remember:** For each job your resume should change slightly. Generic resumes are not as good as custom resumes for landing interviews.
- ❖ **Upload:** When satisfied, upload your completed resume to MST.
- ❖ **Bonus:** If you have time, create a cover letter. Cover letters, like resumes should change slightly for different positions.
- ❖ **Bonus:** Use other tools like Grammarly for that extra polish.



Lesson 08

Summary of Material Covered

Lesson 08 Review



- ❖ 🧠 This lesson was entirely about **real-world application of AI skills**.
- ❖ ✅ You were expected to **use AI tools** (ChatGPT, Gemini, NotebookLM, Grammarly) to build and refine your resume.
- ❖ 🧠 Good resumes are **tailored to the job** - OCBC and Paris Baguette may expect different things.
- ❖ 🔍 Use AI to help you **analyse the job**, understand the company, and plan your positioning.
- ❖ ✍️ Write strong **achievement bullets** using the action + task + result format.
- ❖ 📋 Extract **job keywords** from local job platforms using ChatGPT or Gemini.
- ❖ 📄 Use NotebookLM to **organise your research**: company, role, skills, alignment.
- ❖ 🔄 Your resume is a **living document** -- review, rewrite and polish with AI support.
- ❖ 💬 Always be ready to explain your bullet points in an interview.

Thank you

School of Infocomm

C240 AI Essentials and Innovations

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