

AI Resume Support Prompt Guide

Using AI to refine, tailor, and strengthen your resume

How to Use This Resource

Use these prompts with the latest/working version of your resume, your current BSRI individual work plan, and/or the job descriptions of the roles you want to apply for. The stronger the input you provide, the stronger the output will be. Do not ask AI to invent experience. Use it to clarify, translate, organize, and strengthen what is already true.

Prompts

1. Re-working Your Resume – Refining your bullets/ improving clarity

Prompt – Copy/paste this:

I am working on improving my resume in order to help potential employers understand, what I have done, what I am strongest at and what impact I have had. This means focusing less on listing tasks and more on accomplishments, outcomes, thinking, leadership, coordination and impact. I want to improve my resume content so its more clear and impact-focused and uses less task-based language. Please review the bullets below and rewrite them to better communicate my contribution, scope, transferable skills, and impact.

Do not exaggerate or invent outcomes. If impact is unclear, suggest questions I should answer to make the bullet stronger.

For each bullet, provide:

1. A stronger rewritten version
2. What changed and why
3. Any missing details I should consider adding

Attached is my current resume for reference. Ask me any clarifying questions if needed.

2. Tailoring Resume to a Job Description + Identifying Keywords

Prompt – Copy/paste this:

I am applying for the role attached. Please analyze the job description and identify the most important keywords, skills, responsibilities, and themes the employer appears to be prioritizing. Then compare those themes against my resume and recommend how I can tailor my resume more effectively.

Please provide:

1. Top keywords/themes from the job description
2. Skills or experiences I should emphasize
3. Resume bullets or sections I should adjust

4. Suggested language I can use
5. Any gaps I should be aware of

Do not invent experience. Only work with what is reflected in my resume. Ask me any clarifying questions if needed. Attached is my current resume for reference.

3. Strengthening Resume Summary

Prompt – Copy/paste this:

Please help me strengthen the professional summary at the top of my resume. It is attached.

I want it to clearly communicate:

- the type of professional I am
- the kinds of problems I solve
- my strongest skills or capabilities
- the value I bring
- the type of roles I am targeting

Please create 3 versions:

1. Concise and direct
2. More strategic/senior-level
3. Warm but professional

Keep it grounded, specific, and not overly generic. Avoid phrases like “results-driven,” “dynamic,” or “passionate” unless supported by substance.

Ask me any clarifying questions if needed.

4. Resume + Work Plan Integration

Prompt – Copy/paste this:

I want to update my resume using my current work plan so that my resume better reflects the skills, competencies, strengths, and projects I am actively developing or demonstrating.

Please compare my latest resume against my work plan and identify what should be added, strengthened, reframed, or better translated into resume language. Both attached.

Please provide the output as a matrix with the following columns:

1. Work plan item/responsibility / project
2. Skill, competency, or strength demonstrated



3. Resume section where this could fit
4. Suggested resume bullet or language
5. Interview talking point this could support
6. Notes or questions for me to clarify

Do not invent experience or overstate my role. If something needs more context, ask me follow-up questions.

Ask me any clarifying questions if needed.

Follow-up prompt:

Based on my resume, work plan, demonstrated skills, competencies, strengths, and project experience, please help me identify the types of roles, industries, or functions I may be well-positioned for.

I want you to analyze:

- transferable skills
- patterns in my experience
- leadership responsibilities
- communication strengths
- operational or strategic competencies
- technical or functional skills
- areas where I appear strongest professionally

Please provide:

1. Potential job titles or role types I should consider
2. Why those roles align with my background
3. The strongest transferable skills I should emphasize for those roles
4. Any industries or organizations that may value my experience
5. Potential gaps or growth areas I should be aware of
6. Suggestions for how I should position myself professionally based on my experience

If helpful, group recommendations into categories such as:

- direct alignment roles
- stretch opportunities

- adjacent/transferable fields

Do not recommend roles based on assumptions or inflated qualifications. Keep recommendations grounded in my actual experience and demonstrated strengths.

5. Identifying Transferable Skills

Prompt – Copy/paste this:

Please review my resume, attached, and identify the strongest transferable skills reflected throughout my experience.

I want help understanding which of my skills would translate well across industries, organizations, or functions — especially skills that may not be immediately obvious from my job titles alone.

Please provide:

1. A list of transferable skills demonstrated in my experience
2. Examples from my resume that support each skill
3. Types of roles or environments where these skills are valuable
4. Suggestions for how I can better highlight these transferable skills on my resume and LinkedIn

Do not invent skills or experiences that are not reflected in my background.

6. Resume Gap Analysis

Prompt – Copy/paste this:

Based on my target role and my current resume, both attached, please identify the biggest strengths, gaps, or areas where my resume could be stronger.

I want help understanding:

- what currently positions me well
- what may be missing or underdeveloped
- what employers may still feel uncertain about
- and how I can better communicate my experience.

Please provide:

1. Resume strengths
2. Potential concerns or gaps
3. Suggested improvements
4. Areas where I should strengthen language, examples, or positioning

7. Creating Strong Accomplishment Statements

Prompt – Copy/paste this:

Please help me turn task-based resume bullets into accomplishment-oriented statements. Current resume attached.

I want my resume to better communicate:

- impact
- ownership
- leadership
- problem-solving
- collaboration
- outcomes

For each bullet:

1. Rewrite it in a stronger accomplishment-oriented way
2. Explain what makes the revised version stronger
3. Identify any measurable impact I should try to include

8. Positioning for a Career Pivot / Adjacent Role

Prompt – Copy/paste this:

I am interested in exploring roles adjacent to my current experience and want help positioning my background for a career pivot or transferable opportunity.

Please review my resume and help me identify:

- transferable strengths
- experiences that could apply across industries/functions
- language that could better position me for adjacent roles
- gaps I may need to address strategically

Please also recommend:

1. Types of adjacent roles I may qualify for
2. Resume language that would better support this transition
3. Skills I should emphasize more heavily
4. How to frame my experience during interviews

9. ATS Optimization Review

Prompt – Copy/paste this:

Please review my resume for ATS (Applicant Tracking System) optimization while still keeping it readable and professional for human reviewers.

Please identify:

- formatting issues that may create ATS problems
- missing keywords relevant to the role
- overly complex formatting or design elements
- opportunities to improve clarity and searchability

Please suggest improvements while keeping the resume natural and authentic.