

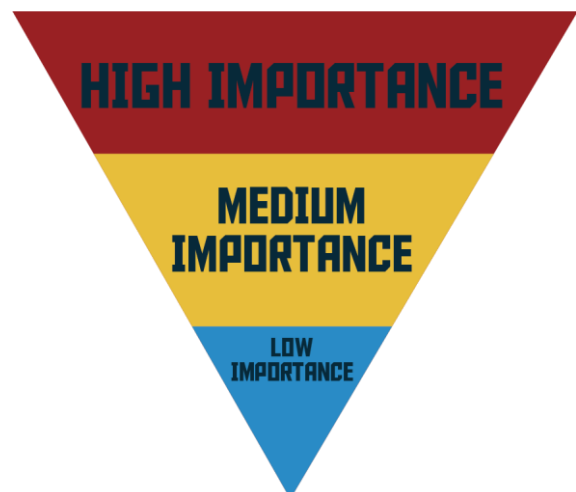
# RESUME TOOLBOX

Use these tools and your notes from the workshop to help you boost your resume!

## Best Practices

Do	Don't
<ul style="list-style-type: none"><li>✓ Use bullet points on your resume.</li><li>✓ Give specifics and numbers (even if averages).</li><li>✓ Include relevant experience for what you are applying for.</li><li>✓ Have one “master” resume with all your information.</li><li>✓ Have a place where you can keep notes and information as new things come up (promotion at work, honor roll, etc.).</li><li>✓ Use similar wording and verbiage on your resume that appear in the listing and on the website of the job you are applying for.</li><li>✓ Use a professional email address.</li></ul>	<ul style="list-style-type: none"><li>✗ Write in paragraphs on your resume.</li><li>✗ Submit a resume that is longer than two pages.</li><li>✗ Use different fonts (bolding is ok, though).</li><li>✗ Use the same resume for everything.</li><li>✗ Include a headshot or photo of yourself.</li><li>✗ Include your address with contact information. Phone number and email work.</li><li>✗ Include high school information (after 5 years).</li></ul>

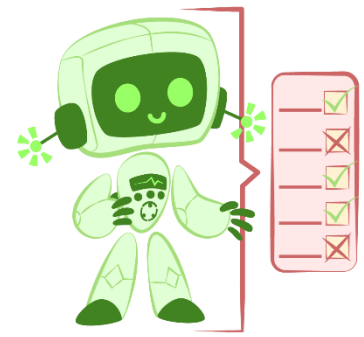
Notes:



# RESUME TOOLBOX

## Cheat Sheet – using AI Chatbots as a tool for resume building

Use these AI chatbot prompts to help refine your resume.



<b>Key Skills Analysis</b>	Analyze this job description and tell me the top 5-6 critical skills and competencies the employer is prioritizing. [insert job description]
<b>Keywords</b>	Identify the 10-15 most important keywords from this job description that are likely to be applicant tracking filters or recruiter priorities.
<b>Compatibility Check</b>	Act as an applicant tracking filter. Compare this resume to the job description. Identify missing keywords, key gaps, and alignment strengths. Provide a compatibility score and recommendations for improvement. Here is the resume [insert resume]. Here is the job description [insert job description].
<b>Introduction Statement</b>	As a top resume writer, craft a compelling and succinct summary statement that immediately showcases my unique strengths and values to this employer.
<b>Bullet Refinement</b>	Re-write this bullet point to be more concise, action-oriented, and results-driven. Keep it under two lines.
<b>Alternative Role Fit</b>	Based on my resume, what other roles am I well suited for? Focus on roles where I already meet 70% of the criteria.
<b>Career Transition</b>	I am transitioning from [old role] to [new role]. Identify my strongest transferable skills and rewrite my resume to emphasize them in a way that aligns with industry expectations.

Notes: