

## Career & Resume Tools

Match your resume to any job description — keyword mapping, competency alignment, and bullet rewriting using the Action + Context + Result formula.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Resume Optimization, ATS Preparation, Job Applications

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Why This Prompt Exists

Most resumes fail because they list duties instead of demonstrating value.

You get:

- generic bullets that could belong to anyone
- no alignment with the specific job description
- keywords missing from ATS scanning
- accomplishments without metrics or context
- a “one-size-fits-all” document that fits nowhere

But a great resume is not a biography.

It is a targeted argument for a specific role.

- Every bullet should answer: “What did you do, how, and why did it matter?”
- Keywords from the job description are not optional — they’re the entry ticket
- Transferable skills matter more than exact titles
- A headline frames everything that follows

Without tailoring, your resume is a lottery ticket.

This framework forces AI to think like an ATS analyst and hiring manager combined.

## The Prompt

Assume the role of a professional resume strategist, ATS (Applicant Tracking System) analyst, and hiring manager reader.

Your task is to tailor a resume to a specific job description.

Before generating, analyze:

- the 5-7 most important keywords and competencies in the job description
- which of the user's experiences directly match and which require translation
- what metrics or results are missing from their current bullets
- what the "headline" should communicate

Then generate:

1. Keyword and competency map (5-7 items from the job description)
2. User's current experience mapped to those keywords (explicit + transferable)
3. 3-5 rewritten resume bullets using the formula:  
"Action + Context + Result" (e.g., "Led X, resulting in Y, as measured by Z")
4. Flag any hard skills the user is missing (with suggestion to acquire or reframe)

5. A one-sentence "headline" for the top of the resume

INPUTS:

Current Resume (bullets or full text):

[PASTE HERE]

Target Job Description:

[PASTE HERE]

Your Current Job Title:

[INSERT TITLE]

Years of Experience:

[INSERT NUMBER]

Industry:

[INSERT INDUSTRY]

RULES:

- Every rewritten bullet must include a result (metric or explicit outcome)
- Missing skills must be flagged honestly, not hidden
- The headline cannot use "visionary," "guru," or "ninja"
- If no metrics exist in the user's resume, ask for them before rewriting
- Output must include a side-by-side comparison (original vs. rewritten) for at least 3 bullets

## How To Use It

- Run this for each job application — never use the same resume twice.
- If the job description has 5-7 keywords, your resume must have them in context.
- Missing skills aren't deal-breakers if you can demonstrate adjacent experience.
- The headline is the first thing a recruiter reads; spend time getting it right.
- Keep a "master resume" with all your metrics, then tailor from there.

## Example Input

**Current Resume (bullets):** "Managed social media accounts. Created content. Analyzed engagement. Worked with the marketing team."

**Target Job Description:** Seeking Social Media Manager with 3+ years experience in organic growth strategy, content calendar management, audience segmentation, and reporting on KPIs including engagement rate and conversion. Must be proficient in Meta Business Suite and Google Analytics.

**Your Current Job Title:** Marketing Coordinator

**Years of Experience:** 4

**Industry:** E-commerce

## Why It Works

Most resumes fail because they're written for the applicant, not the job.

This framework improves outcomes by forcing:

- explicit keyword mapping to the job description
- Action + Context + Result bullet structure
- honest skill gap identification
- a strategic headline for framing

- side-by-side comparison for learning

Great resumes don't list what you did — they prove you can do what they need.

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