

CHATGPT PROMPTS FOR GENERATING RESUME



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Please ensure that you fill out the blank areas in the prompt to avoid having the wrong information on your resume.

PROMPT 1 FOR FULL RESUME

Prompt

I want you to act as a professional resume writer who specializes in ATS-friendly, high-conversion resumes.

Here's my information:

Role I'm applying for: [Insert Role]

Job description: [Paste Job Description]

My background: [Briefly describe your past work experience, skills, and education, or paste your old resume]

Your task:

Using the P.O.P Consulting Resume Template format, create a complete resume for me in the exact following order:

1. Name & Contact Section — My name (First + Last), address (City/State or City/State/Country if international), email, phone number, and LinkedIn link. Make sure all links are clickable.

2. Professional Summary — 3–4 high-impact bullet points that:

Show my expertise in this field.

Highlight relevant accomplishments.

Match the key requirements of the job description.

Use no "I" statements.

3. Key Skills — 4–7 bullet points listing my most relevant, role-specific skills, with the most important first.

4. Professional Experience — For each role (most recent first):

Job Title, Company Name, Dates (Month/Year – Month/Year or Present).

4–7 bullet points for my most recent role, fewer for older ones.

Begin each bullet with a strong action verb.

Quantify results where possible (numbers, percentages, revenue, etc.).

Use past tense for previous jobs, present tense for my current one.

5. Education — Only include relevant or notable qualifications. Format: Degree/Certification, Institution, Year.

6. Certifications & Awards — Only if relevant. Format: Name of certification/award, Issuing organization, Year.

Rules:

Make sure the resume is ATS-friendly (no tables, graphics, or special formatting).

Include keywords from the job description naturally throughout.

Keep bullet points short, punchy, and easy to skim.

Prioritize the first 3 bullet points in each section to grab recruiter attention.

When you're done, output my resume in clean text format so I can easily copy it into a Word doc.

If you need any info, just let me know

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PROMPT 2 FOR REWRITING BULLETS

Prompt

I want you to act as a professional resume writer who specializes in turning ordinary bullet points into high-impact, ATS-optimized achievements.

Here's my information:

- Job Title this bullet point belongs to: [Insert Job Title]
- Industry/Role I'm applying for: [Insert Target Role/Industry]
- Original bullet point: [Paste bullet point]
- Job description for the role I'm applying for: [Paste job description or key requirements]

Your task:

Rewrite my bullet point so that it:

1. Starts with a strong, industry-relevant action verb.
2. Clearly states what I did, how I did it, and the measurable result (if available).
3. Includes relevant keywords from the target job description without sounding forced.
4. Stays concise and skimmable (no more than 2 lines in a Word doc).
5. Avoids "I" statements and passive voice.
6. Highlights impact or value delivered to the company.

Output 2–3 different rewrites for me to choose from, and explain in one sentence why each is effective.

If you need any info I didn't provide, let me know.