

GET THE JOB

Craft a Resume with ChatGPT

Having a standout resume is essential to catching the eye of potential employers.

Among the many tools available to create and refine a resume are AI tools. One of the best known is ChatGPT, an AI language model developed by OpenAI. It can be a helpful tool in creating a polished and effective resume that showcases your skills and experiences in the best light possible.

While it is a helpful tool to get started, Michaela Buttler at Korn Ferry warns job seekers should not use AI to create the final product, in part because many employers can tell if you've cut and pasted responses from AI. "AI is there to help you get started," she said. "Don't just rely on AI, or you may come across as a static versus dynamic thinker, or worse, disingenuous."

One important change to today's resumes is that many companies now use what is called an applicant tracking system (ATS). ATS is software employers use to manage job applications and screen resumes based on specific keywords and criteria. An ATS-friendly resume is one that is formatted and structured in a way that makes it easy for the software to parse and analyze.



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Start by providing ChatGPT with details about your education, work experience, skills and achievements. You can use prompts such as:

- "I graduated from [University/College] with a degree in [major]."
- "I have [X] years of experience in [Industry/Field]."
- "My key skills include [Skill 1], [Skill 2], and [Skill 3]."
- "One of my notable achievements is [Achievement]."

Career Flow suggests the following two prompts:

Prompt 1: Please find my resume below. I am interested

in the position of [Your Job Title]. Please improve the readability by rewriting it. To make it ATS-friendly, include action verbs and profile-centric keywords. [Paste Your Resume]

Prompt 2: I'm going to provide you with information about myself. My name is [Name] and I live in [Location]. I have [X] years of experience in the [Industry] field and hold [Degree] from [University/College]. Please use this information to draft an ATS-friendly resume for a [Job Title]. As you prepare the resume, please highlight the

following skills in the skills section: [List of Skills].

Based on the information you've provided, ChatGPT will generate text for each section of your resume, including a summary, work experience, education, skills and achievements. Review and refine the generated text to ensure accuracy and clarity. Do not use it as is and watch for any errors.

To tailor your resume to a specific job description, input key phrases and requirements from the job listing into ChatGPT. Ask for suggestions on how to incorporate these into your resume, such as:

- "How can I highlight my experience with [Specific Skill] for this job?"

- "What keywords should I include to match the requirements of this job posting?"

Once you have a draft of your resume, use ChatGPT to proofread and refine the content. You can ask for suggestions on improving readability, grammar and overall coherence:

- "Can you help me polish this section for clarity and professionalism?"

- "Are there any errors or inconsistencies in my resume that need to be addressed?"