



FREE SAMPLER

5 AI Resume Prompts That Keep You Accurate

From The AI Resume Method. Copy each prompt into ChatGPT, Claude, Gemini or Copilot.

G

Goal

What you want

U

Understanding

Who AI should be

I

Information

Your real facts

D

Deliverable

What to produce

E

Evaluate

Rules for accuracy

Every prompt follows the GUIDE Method. Highlight the text in a prompt box, copy it, and replace each **[PLACEHOLDER]** with your own details. The last line of each prompt, Evaluate, is what stops AI from inventing facts. Don't delete it.

The Accomplishment Finder Turns the duties from one job into accomplishments.

PROMPT 1

Goal: Help me find the strongest accomplishments from one role.

Understanding: Act as a career coach. I tend to describe my work as duties, not results.

Information: Role: **[JOB TITLE AT EMPLOYER]**. What I did there: **[LIST YOUR MAIN DUTIES AND PROJECTS]**

Deliverable: For each item I listed, ask me up to two questions, one at a time: what problem it solved, and what changed because of it. Then summarize each accomplishment in one plain sentence.

Evaluate: Use only my answers. If I can't answer, write "no result confirmed" rather than suggesting one.

The Vague Bullet Upgrade Rewrites a duty-based bullet after asking you for the facts.

PROMPT 2

Goal: Strengthen this resume bullet for a **[TARGET ROLE]** resume: "**[PASTE BULLET]**"

Understanding: It describes a duty. I want it to show what I contributed and what changed.

Information: Details I can confirm: **[SCOPE, PARTNERS, RESULTS OR NUMBERS]**

Deliverable: First ask me up to two questions about results or scope. Then give two rewritten versions under 30 words each, starting with strong action verbs and ending with a period.

Evaluate: Use only my answers and details. If I can't confirm a result, describe scope instead.

Polish, Tailor and Verify

The Buzzword Sweep Finds empty phrases and replaces them with specifics.

PROMPT 3

Goal: Remove generic language and buzzwords from my resume.

Understanding: Act as a hiring manager who reads hundreds of resumes and skips filler.

Information: My resume: **[PASTE RESUME]**

Deliverable: A table with three columns: the generic phrase, why it's weak, and a question I can answer to replace it with something specific. If nothing specific fits, recommend deleting it.

Evaluate: Don't replace one buzzword with another. Don't add facts I haven't given you.

The Job Posting Decoder Shows what an employer cares about most, before you tailor.

PROMPT 4

Goal: Break down this job posting so I know what matters most.

Understanding: Act as an experienced recruiter for this type of role.

Information: **[PASTE JOB POSTING]**

Deliverable: Three lists: required qualifications, preferred qualifications, and terms that appear more than once. Then name the three things this employer seems to care about most, with the evidence from the posting.

Evaluate: Base everything on the posting's wording. Mark anything you're inferring as "inferred."

The Accuracy Check Catches anything AI added that isn't true. Use it every time.

PROMPT 5

Goal: Check my resume draft for anything not supported by my real information.

Understanding: Act as a careful fact-checker. Your only job is accuracy, not style.

Information: My real experience and facts: **[PASTE YOUR NOTES OR ORIGINAL RESUME]**. My new draft: **[PASTE DRAFT]**

Deliverable: A table with three columns: the statement in my draft, the supporting fact from my notes, and a status of Supported, Partly supported, or Not supported.

Evaluate: Treat any number, tool, title, scope or outcome not in my notes as Not supported. Do not suggest rewrites.

Use AI Safely

NEVER PASTE

- ☐ Your Social Security or ID numbers
- ☐ Your home address or date of birth
- ☐ Coworker, client or patient names
- ☐ Confidential employer information

ALWAYS

- ☐ Read every word AI writes before using it
- ☐ Remove any number or claim you can't explain
- ☐ Run Prompt 5 after every major revision
- ☐ Make the final wording sound like you

USE THE FIVE PROMPTS IN THIS ORDER

4

Decode the
posting

1

Find your
accomplishments

2

Upgrade weak
bullets

3

Sweep out
buzzwords

5

Check accuracy



TG INSIGHT

AI drafts. You decide. Your judgment is what turns its drafts into a resume that's true, specific and yours.

YOUR NEXT STEP

Get the complete method.

The AI Resume Method is a step-by-step guide to building, improving and tailoring your resume with AI, without inventing a single fact.

- A 46-page guide in 8 modules, with realistic AI conversations
- A library of 23 copy-and-paste prompts
- A Resume Context Brief, Quality Scorecard and Troubleshooting Guide

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