



Tips for Using AI in Resume Writing

- **Choose the Right AI Tool:** Select a reputable AI-powered resume builder or tool. Research different options and read reviews to find one that suits your needs.
- **Input Accurate Information:** Provide accurate details about your education, work experience, skills, and achievements. AI tools rely on the information you provide to create a compelling resume.
- **Focus on Keywords:** Tailor your resume with relevant keywords from the job description. AI tools can optimize your resume for applicant tracking systems (ATS) used by employers.
- **Highlight Achievements:** Emphasize your accomplishments and quantifiable achievements. AI tools can help you present this information in a clear and impactful way.
- **Professional Summary:** Write a concise and compelling professional summary. AI can assist in generating a well-crafted summary based on your skills and experiences.
- **Proofread and Edit:** Even though AI tools can assist with grammar and spelling, carefully proofread your resume to ensure there are no errors or awkward phrasings.
- **Avoid Clichés:** AI tools can help you identify and replace clichés with more meaningful and unique language, making your resume stand out.
- **Quantify Your Achievements:** Where possible, quantify your achievements with numbers or percentages. AI can assist in formatting these figures for maximum impact.
- **Highlight Skills:** Use AI tools to identify relevant skills based on your industry and job description. Incorporate these skills into your resume to showcase your qualifications.
- **Maintain Clarity:** Ensure your resume is clear, concise, and easy to read. AI tools can help organize information effectively and improve the overall flow of your resume.
- **Include Relevant Experience:** Focus on including experiences that are directly related to the job you're applying for. AI tools can help you prioritize and format these experiences appropriately.
- **Professional Formatting:** AI tools can ensure your resume has a professional and consistent format, including fonts, bullet points, and headings.
- **Seek Feedback:** After using AI to create your resume, ask friends, family, or the Center for Career and Calling or Internship Hub for feedback. They might provide valuable insights and suggestions.
- **Stay Updated:** AI technology is continually improving. Stay updated with the latest features and enhancements in AI-powered resume builders to leverage the best tools for your job applications.
- **Remember,** while AI tools can assist in creating a resume, your personal touch, attention to detail, and understanding of the specific job requirements are crucial for a standout resume.

