

ChatGPT Resume Building and Review Prompts

NOTE: Treat the generated content as a reference only. Verify its accuracy and rephrase it in your unique style. Think of the outputs as suggestions from a career consultant with whom you're exchanging ideas. Before pasting your resume into ChatGPT, remove any personal identifiers like name and email.

Website: <https://chat.openai.com/auth/login>

General Review:

- "Could you please review my resume and provide feedback on its overall structure, content, and formatting?"

Creating Bullet Points:

- "I am a [insert role] for [insert type of company/organization]. My typical duties and responsibilities include [insert duties/responsibilities]. Create some bullet points for my resume based on my duties and responsibilities. Begin with strong action verbs."
 - *Example:* "I am a Board Member for a Public Health Society student organization at my university. My typical duties and responsibilities include presenting topics at general meetings, outreach to new members, raising awareness in the community, budgeting and finance, and mentorship. Create some bullet points for my resume based on my duties and responsibilities. Begin with strong action verbs"
 - *Example:* "I was an executive board member for a University Student Organization. Create some resume bullet points for me that showcase my planning, organization, and collaboration with student org members. Begin with strong action verbs."

Content Evaluation:

- "I've attached my resume below. Can you review the content and let me know if it effectively highlights my skills, experiences, and achievements for the [specific job/industry] role I'm targeting?"

Keyword Optimization:

- "I'm submitting my resume for a [specific job title/industry] position. Could you review it and suggest any keywords or phrases I should include to better align with the job description?"

Skills and Achievements:

- "In the attached resume, I've emphasized my skills and achievements. Can you review and offer advice on how to better showcase my strengths?"

Education and Experience:

- "I'm uncertain about how to balance my education and work experience on my resume. Can you review and suggest the most effective way to present both?"

Career Change Focus:

- "I'm transitioning from [current industry] to [desired industry]. Could you review my resume and advise on how I can effectively demonstrate transferable skills and make a strong case for the career change?"

Industry-specific Advice:

- "I'm applying for a [specific job/industry] role, and I want to make sure my resume is tailored for it. Could you review it and provide industry-specific feedback?"

FIRSTNAME LASTNAME

City, STATE | (###) ### - #### | firstname.lastname@my.utsa.edu | linkedin.com/in/firstandlastname (optional)

SUMMARY OF QUALIFICATIONS

- Emphasize skills/experience/knowledge you can offer the employer that matches the job posting
- Add relevant soft skills (e.g., Demonstrates exceptional communication skills, written and verbal)
- Additional relevant knowledge, skills, and abilities (e.g., Exhibits critical thinking in all areas of work)
- Add if you are multilingual (e.g., Fluent in English and Spanish; reading, writing, speaking)

Computer Skills: Microsoft Word Office Suite (Outlook, Teams, Word, PowerPoint, Excel), Adobe

Technical Skills: List specific tech + software platforms, programming languages, laboratory skills, statistical methods, and areas of expertise the job posting mentions that you have experience with (if you are a Computer Science or STEM major, this can be its own section)

EDUCATION

The University of Texas at San Antonio

Expected Graduation: May 2026

Bachelor of Science/Arts in LIST MAJOR HERE

GPA: #.# (List only if above 3.0)

Awards: Honor Roll Spring ####, Dean's List Fall #### & Fall ####, President's list Spring #### (if applicable)

Organizations: Student Org Name, Student Org Name

Relevant Coursework: List upper division courses (only if it closes a knowledge gap from the job posting)

EXPERIENCE

Role, Company or Organization – San Antonio, TX

Sep 2023 – Present

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

Intern Role, Company or Organization – San Antonio, TX

Jun 2023 – Aug 2023

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

PROJECTS

Name of project, Name of Course

Month Year

- Topic-related to position and/or skill development related
- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

Name of project, Name of Course

Month Year

- Topic-related to position and/or skill development related
- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

COMMUNITY INVOLVEMENT

Local Organization

Month Year – Month Year

- Responsibilities and accomplishments achieved as it relates to job duties for position of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

ADDITIONAL EXPERIENCE

Role, Company or Organization – San Antonio, TX

Month Year – Month Year

Role, Company or Organization – San Antonio, TX

Month Year – Month Year