Using Generative AI in Your Job Search

Resumes

A resume **tells your own story**. Perfecting this story requires the strategic blend of *VMock*, generative AI, and professional coaching. VMock excels at detecting format discrepancies and wording issues, which can then be addressed with generative AI. To craft impactful bullet points, use this *guide* and generative AI. Most importantly, meet with career specialists like Reid to fine-tune the subtle nuances of your resume, which are overlooked by current AI technology.

Below is some ways generative AI can improve your resume:

Generative AI can…
1. Increase clarity and impact by *replacing* weak verbs, *varying* language, and *reducing* bullet point length
2. Brainstorm ways to *quantify* and *specify* the *impact* you have had
3. Help you *tailor* your resume
4. Be *trained* to create great bullet points when you use the prompt techniques outlined in the prompting section above

Prompts

To use this guide, copy and paste the following prompts into the generative AI of your choice. Keep in mind the **prompting** and **personalizing principles** elucidated in the Tips and Techniques section of the generative AI guide to receive the best results.

Identify Important Job Responsibilities

Identify important responsibilities with the job description:

You are an expert resume writer experienced in working with job seekers trying to land a role in *{industry}*. Highlight the 3 most important responsibilities in this job description: *{paste job description}*

- If the responsibilities are too specific for your liking, input:

> The responsibilities you picked are too specific. Please make them more generalized.

Improve Bullet Points

1. Paste your original bullet:

   > You are an expert resume writer. Here's a bullet point I have in my resume. No action needed for now. If you understand please respond with "Yes". Here's my bullet point: *{paste your bullet point}*

2. Give a few examples for a better result:

   > Rewrite this bullet point using this structure: "Accomplished X by the measure Y that resulted in Z." Remember to use compelling language and keep the bullet point within 25 words. Here are some example bullet points:
   >
   > - "Developed a dynamic management report with Excel Pivot Tables used in detailed quarterly government compliance reporting, which saved and reducing expenses by 60%"
   >
   > - "Enhanced cybersecurity framework, achieving a 98% threat detection rate, which prevented potential data breaches and saved the company an estimated $1.2M annually"
   >
   > - "Refactored legacy codebase using modern design patterns, enhancing code maintainability, reducing bug rates by 30%, and speeding up feature delivery by 20%"
   >
   > - "Conducted comprehensive IT audits for clients, identifying key areas for improvement, which resulted in a 20% enhancement in system performance and a 15% reduction in maintenance costs"
   >
   > - "Led a comprehensive system upgrade, increasing network uptime to 99.9%, which improved business continuity and resulted in an annual productivity gain of $300K"
   >
   > - "Coordinated cross-functional teams to decrease product development cycle by 25%, resulting in faster time-to-market and a 15% rise in annual product launches"

Quantify Your Impact

1. Ask how to quantify your impact:

   You are an expert resume writer. I don't know how my success was measured for the following bullet point. Please give me ideas on how I can quantify the impact I had. Here's my bullet point: {paste your bullet point}

2. Create examples:

   Create an example of how I should modify my bullet point to quantify my impact. Create an example for each of the points above.