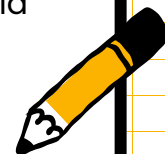


RÉSUMÉ WRITING PROMPTS



The prompts below will guide you in highlighting your experiences, tailoring your résumé to opportunities, and presenting your strengths clearly.

- Create an outline for a résumé that would impress a hiring manager looking to hire a **[Job Title]** in **[Industry]**. Copy + paste job description.
- Write 2–3 bullet points that connect my experience in **[Role/Project]** to the skills listed in this job description. **[Paste Job Description]**.
- Compare my résumé to this job posting and point out two areas where I could better show alignment.
- Highlight three bullet points on my résumé that could be improved with stronger action verbs and suggest alternatives.
- Write 3–4 bullet points that explain how I used **[Skill/Tool]** in **[Role/Project]** and the results it produced.
- Point out where my résumé shows tasks but not results. What questions would a recruiter still have?
- Give me an outline of the most important skills and experiences a hiring manager would expect to see for **[Job Title]** in **[Industry]**.
- What are the most important keywords for applicant tracking systems to include in my résumé using this job description? **Copy + paste your résumé and job description.**



Avoid adding personal or identifying details from your résumé when using these prompts. Focus on skills, experiences, and achievements.



AI-generated text often includes opinion-based or overly vague language in bullet points, so edit carefully to keep them factual, specific, and measurable.



AI tools should be employed as supplements, not substitutes for the guidance provided by the Newhouse Career Development Center.