



AI @ Work Prompt Guide

Prompts to Use to Enhance Your Resume

Here are sample prompts to help you utilize ChatGPT or other AI tools to enhance your resume. Each prompt focuses on different elements of a resume, from crafting a professional summary to highlighting skills and experiences, ensuring that you present your qualifications in the best light.

The Aurora University Office of Career Services is here to help you with your career goals. For assistance, email career@aurora.edu or schedule an appointment on Handshake.

Crafting a Professional Summary

Prompt: *“Help me write a professional summary for my resume. I’m a psychology major with experience in peer mentoring and I’m seeking an internship in counseling services.”*

Tailoring a Resume for a Specific Job

Prompt: *“How can I tailor my resume to apply for a data analyst position? I have experience in Excel, data visualization, and statistical analysis from my coursework and internship.”*

Writing Effective Bullet Points for Job Experience

Prompt: *“Help me rewrite the bullet points under my experience as a customer service representative to highlight my communication skills and problem-solving abilities.”*

Highlighting Transferable Skills

Prompt: *“How can I highlight transferable skills from my part-time job in retail for a career in marketing?”*

Describing Internship Experience

Prompt: *“Help me describe my internship experience in the accounting department of a small business. I managed financial records and assisted in preparing tax documents.”*

Listing Technical Skills

Prompt: *“How should I list my technical skills, including proficiency in Python, SQL, and Tableau, on my resume for a data science position?”*

Highlighting Leadership Experience

Prompt: *“How can I describe my role as president of the student government association on my resume? I want to emphasize leadership and project management skills.”*



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Prompts to Use to Enhance Your Resume Continued

Quantifying Accomplishments

Prompt: *“How can I quantify my accomplishments as a sales associate in my resume? I helped increase monthly sales and trained new team members.”*

Showcasing Research or Academic Projects

Prompt: *“Help me describe a research project I completed as part of my biology degree. I studied the effects of climate change on local ecosystems and presented my findings at a conference.”*

Creating a Skills Section

Prompt: *“What is the best way to structure the skills section of my resume? I’m applying for a graphic design internship and have skills in Adobe Creative Suite, typography, and web design.”*

Writing an Entry-Level Resume

Prompt: *“How can I create an entry-level resume as a recent graduate with a degree in sociology and some volunteer experience?”*

Incorporating Soft Skills

Prompt: *“How can I incorporate soft skills like teamwork, time management, and adaptability into my resume for a customer service position?”*

Writing a Resume for a Career Change

Prompt: *“How can I rewrite my resume to transition from a career in retail to a role in project management? I’ve developed strong organizational and leadership skills in my current role.”*

Creating a Functional Resume

Prompt: *“How can I create a functional resume that focuses on my skills rather than my work experience? I’ve gained a lot of skills through freelance work and side projects.”*

Writing an Objective Statement

Prompt: *“How should I write an objective statement for my resume? I’m a computer science major seeking a software engineering internship to apply my skills in coding and problem-solving.”*