

AI commands to help you write a better CV in 5 minutes.

These AI prompts act as a career guide, always by your side. Here's how to use AI to elevate your CV in less than 5 minutes.

These AI prompts act as a career guide, helping you present your experience in ways that grab the attention of recruiters as much as possible. Here's **how to use AI to elevate your CV in less than 5 minutes** .



AI tools can be incredibly helpful for your resume. But if you use generic questions, you'll end up with a resume that looks just like hundreds of other applicants'. What you perceive as "*unique*" is often the same AI-crafted template applied to everyone.

That's a problem because generic resumes don't demonstrate real value: no credibility, no compelling story, no proof. Employers will notice that. And even if you could do the job, your resume wouldn't show it. Using AI is effective if you know how to ask the right questions.

No matter which chatbot you're working with, you can use any of these suggested questions to quickly make the best possible CV edits and highlight a range of mistakes you'll never make again.

Career summary question

It's easy to make the mistake of overusing generic phrases in a resume. Making your work experience stand out on just one piece of paper is no easy feat.

But by using this suggestion, you'll create a good starting point for your CV, giving the reader a quick summary of what you've accomplished. From there, it will be easier to showcase your previous roles and qualifications in relation to your professional summary:

"Using my resume and this job description, write a sharp, results-focused professional summary for the top of my resume. Keep it to 3–4 sentences, include relevant keywords from the job description, and avoid buzzwords like 'hard-working' or 'team player.' [paste job description] [paste or attach resume]."

Or:

"Using my resume below and this job description, write a sharp, results-focused professional summary for the beginning of my resume. Within 3-4 sentences, include relevant keywords from the job description and avoid clichés like 'hardworking' or 'teamworker'. [Paste job description] [Paste or attach resume]."



Prompt changes language

You can use the following command to have AI filter and find better wording alternatives for you, helping you and your career stand out on your resume. And with the right tone, the AI ??will help you maintain the professional image you're aiming for when describing all your accomplishments to date:

"Review my experience section and replace every instance of 'responsible for,' 'managed,' or 'helped' with stronger, more diverse action verbs. Ensure the tone is confident and direct. Resume: [paste experience section or attach resume]."

Or:

"Review my experience section and replace any phrases like 'responsible,' 'managed,' or 'helped' with stronger, more varied action verbs. Ensure the tone is confident and direct. Resume: [Paste experience section or attach resume]."

Prompt "upgrades" the listing content.

If you feel your task descriptions are a bit long and need revision, you should definitely use this tip to refine them for better readability. Shortening each bullet point and making them more impactful will put you ahead of other candidates.

"Rewrite all my work experience bullets to be: (1) achievement-focused, (2) starting with strong action verbs, and (3) including specific metrics or outcomes wherever possible. Keep each bullet on one line and under 25 words. Here is my experience section: [paste experience section or attach resume]."

Or:

"Rewrite all bullet points about my work experience so that: (1) they focus on accomplishments, (2) they begin with strong action verbs, and (3) they include specific figures or results whenever possible. Keep each bullet point on a separate line and under 25 words. This is my experience section: [paste experience section or attach resume]."

Prompt fills the gap

It's unfortunate to learn that some companies won't even consider people who have been unemployed for an extended period. You should clearly state what you did during that time, whether you worked freelance, learned new skills relevant to the job, or for any other reason you think a potential employer should consider. The following suggested questions will help you:

"I have a gap in my resume from [date] to [date] due to [reason: eg, caregiving, upskilling, travel]. Write a one-sentence explanation for my resume or cover letter that frames this time as a period of growth or personal responsibility without sounding defensive."

Or:

"I have a gap in my resume from [date] to [date] due to [reason: e.g., caring for a relative, skill development, travel]. Please write a brief explanatory sentence for my resume or cover letter, highlighting this period as a phase of personal development or responsibility without sounding exaggerated."



Job application prompts by position

Drafting a completely new CV for each position you apply for can be exhausting, but you need to put in extra effort to ensure your application is thoroughly reviewed by the hiring company.

With this guide, you'll have a CV framework perfectly suited for any position. Edit everything you deem necessary and add your own personal touch to create a unique CV.

"Using the job description and my resume, create a tailored version of my resume for this exact role. Keep the format simple (no tables or graphics), prioritize my most relevant experience at the top, and rewrite only what's needed so everything stays honest and accurate. Job description: [paste]. Resume: [paste or attach]."

Or:

Using my job description and CV, create a CV tailored to this specific position. Keep the formatting simple (no tables or images), prioritize the most relevant experience at the top, and only rewrite what is necessary to ensure everything remains truthful and accurate. Job Description: [paste]. CV: [paste or attach].

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