

Plug and Play Résumé Tailoring Prompt for ChatGPT

Tips from the Middlebury College Center for Careers and Internships

I am applying for the following role: [Job Title] at [Company Name].

Here is the full job description: [Paste Job Description Here].

I want to update my résumé to highlight the experiences, skills, and achievements most relevant to this role, while keeping my own voice and style.

Here is information about me:

- Current résumé or key experiences: [Paste or list your résumé content]
- Key projects, internships, or work experiences to emphasize: [List them]
- Personal tone/style preferences: [e.g., professional, friendly, concise, energetic]

Please help me:

1. Identify the most important skills, keywords, and experiences from the job description.
2. Suggest ways to showcase my experiences so they align directly with the role.
3. Provide bullet points or phrasing ideas I can adjust to sound like me.
4. Highlight opportunities to include metrics, examples, or specific achievements to make my résumé stand out.

Make sure your suggestions:

- Are tailored to this specific job
- Encourage my real experiences and voice to come through
- Avoid generic phrasing or overly polished language that doesn't reflect what I actually did



Center for Careers
and Internships
at Middlebury

Plug and Play Instant Tailored Résumé Bullet Point Generator

Tips from the Middlebury College Center for Careers and Internships

I am applying for the role of [Job Title] at [Company Name]. Here is the full job description:
[Paste Job Description Here].

Here is my background:

- My current résumé or key experiences: [Paste or list your résumé content]
- Key projects, internships, or work experiences I want to highlight: [List them]
- Personal tone/style preferences: [e.g., professional, friendly, concise, energetic]

Please do the following:

1. Analyze the job description and identify the top skills, keywords, and requirements.
2. Generate 3–5 résumé bullet points per relevant experience that:
 - Directly align with the job description
 - Showcase my achievements and concrete results
 - Include metrics, examples, or specific actions where possible
 - Leave room for me to tweak the wording so it reflects my voice
3. Suggest optional variations for each bullet point to help me stand out from other applicants.

Do NOT create generic or overly polished language; the goal is to capture what I actually did in a way that is clear, specific, and tailored to this job.



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