

Prompt Library — Write It Right

Follows along with: "What works" → "The prompt that rephrases your skills" → "XYZ resume formula"

The Base Prompt (from the slide)

You are an expert resume writer.

Here's what I did, **in my own words** : `[[describe it plainly]]`.

Turn it into 3 resume bullet points. Each one must:

- start with a strong action verb
- stay specific and under 20 words
- use only the facts and numbers I give you – invent nothing.

The XYZ Formula

X

AccomplishmentThe result or impact you delivered.

Y

MeasurementThe number or metric that proves it.

Z

ActionThe skill or method you used.

"Helped out at school events."

→

Coordinated 5 campus events for 400+ (Y) students — schedules, vendors, logistics (X) for a smooth organization (Z).

"I'm good at design."

→

Designed 20+ Canva posts (Z) that grew our page to 1,200 followers (Y), achieving two viral posts (X).

Better Roles & Context

1 The Industry Role

Use when: you want bullets that speak the language of a specific field.

You are a resume writer who specializes in `[[design / media / hospitality / tech]]`!. Here's what I did, **in my own words** : `[[describe it plainly]]`!. Turn it into 3 bullet points that would impress someone hiring in this field.

2 The Skeptical Editor

Use when: your description is short and you want AI to ask before it writes.

You are a strict resume editor who rejects vague claims. Here's what I did, **in my own words** : `[[describe it]]`!. If this is too vague or missing numbers, ask me 2 questions first. Only write once you have enough detail.

3 The Job-Ad Match

Use when: you have a specific job ad to apply to.

You are a resume writer. Here's the job ad: `[[paste it]]`!. Here's what I did, **in my own words** : `[[describe it]]`!. Write 3 bullets that naturally use words from the job ad – nothing invented.

Interview Prep — Two More Prompts

Follows along with: "Keep these — two more prompts" → "Keep it honest"

From the Slides

TAILOR TO A JOB

Here's a job I want: `[paste the ad]`. Which of my bullets matter most for this role, and how should I reword them to fit? Add nothing I didn't do.

PRACTISE OUT LOUD

Ask me 5 questions about this experience, one at a time, so I can practise saying it out loud for an interview.

How to Prompt Better — 3 Habits

1. Answer out loud first

Say your answer before you type. AI can only work with what you give it.

2. Ask for one question at a time

Don't let AI dump 5 questions at once — it's easier to think clearly one at a time.

3. Ask it to push back

"Is this specific enough?" gets a more honest answer than "is this good?"

Practice Loop — Do This Now

Round 1

Use the "Practise out loud" prompt. Answer question 1 out loud.

Round 2

Ask: "Is this specific enough for an interview?" Revise if needed.

Round 3

Move to question 2. Repeat until all 5 are done.

Keep It Honest

You own every fact

Delete any number AI made up.

Protect your data

Never paste private or personal info.

Your voice wins

Read it aloud — make it sound like you.