



# Job Seeker's Arsenal: AI

## Your Free AI-Powered Resume Guide

Are you tired of spending countless hours scrolling through job postings, tweaking your resume, and waiting anxiously for interview callbacks? It's time to say goodbye to the old-fashioned job hunt and welcome AI technology to land your next role!

From smart resume builders to personalized job recommendations, these cutting-edge AI tools can streamline your job search like never before. Learn about the essential AI tools and strategies to supercharge your career journey to land the perfect job!

(Note: This has been last updated with the latest information as of September 2023)

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### Create a resume that gets results with AI.

You've likely heard that you need to tailor your resume to every job you apply for. This is because most employers use AI-powered software (such as [Applicant Tracking Systems](#), referred to as ATS) to sift through applicants who don't have the skills and keywords they're looking for.

However, creating a targeted resume for each application can be time-consuming. This is where AI for the job seeker comes in.

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## Optimize Your Resume Format to Impress AI—With AI

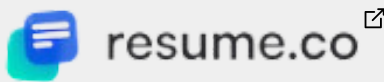
Applicant Tracking Systems (ATS) struggles to understand overly creative resumes.

Impress the bots by using recruiter-approved resume formats:

**Demonstrate Professionalism:** Create a professional resume in just minutes using recruiter-approved resume formats that will get pass ATS and into the hands of a recruiter.



Use these free, easy-to-use resume templates, approved by recruiters, with personalized prompts, to write your entire resume quickly.



Pick from 300 recruiter-approved resume and cover letter templates, personalized from your experience and industry.



Free Wonsulting Resume template, editable on Google Docs and Microsoft Office, that is optimized to pass ATS

\*Recommended platforms are free and paid. EG is not associated with any of these companies.



**Remember to never lie on your resume! Edit any auto-generated descriptions to factually represent your work experiences.**



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## Get More Interviews with AI-Researched Skills and Keywords

You are more likely to receive an interview request if your resume has <80% matching keywords to the job description.



Keywords are words or phrases that describe the specific job requirements, skills, and values the employers look for in a candidate.

AI-powered skills and keyword tools will:

**Identify Your Missing Skills:** AI algorithms can identify your key skills and compare them to what's in demand for your industry. If you have these in-demand skills, add them to your resume.



Analyze job descriptions from anywhere on the internet to identify any missing keywords from your resume.



In ten seconds, generate the most relevant keywords and skills in the job description to add into your resume.



Optimize your resume by highlighting the key skills and keywords from any job description.

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### Generating Bullet Point Descriptions

By now, you've realized applying to jobs isn't one-size-fits-all. You have the recruiter-approved resume formatting; you know the in-demand skills for your industry. But what else should you consider when leveraging AI in your job search?

**AI Content Writer:** Spend less time writing and more time applying. Answer questions about your work experience and skills, then let the AI handle the rest.

**AI Keyword Targeting:** Some of these AI tools can identify the keywords in the job description and generate descriptions enriched with those keywords—sure to get your resume through ATS and into the interview process.



Quickly generate resume bullet points tailored with specific keywords from a job description, position, and industry.



This AI-tool will help with every aspect of creating a hireable resume—writing, editing, formatting, and optimizing—straight from the job description.



Ask the chatbot to edit, tailor, and generate your resume. [Learn more.](#)

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## ChatGPT Prompts to Tailor your Resume:

Using the resume and job description below, tailor my resume for a [Job Title] at [Company] with 10 relevant skills I should highlight. [Copy/paste your current resume and the job description].

I am applying for a [Job Title] at [Company] in the [Industry]. Edit the resume below to reflect the job description. The most in demand skills for this position are [Skill #1], [Skill #2], and [Skill #3]. [Company]'s company values are [Value #1], [Value #2], [Value #3], and [Value #4]. Use these skills, the most important keywords you identify throughout the job description, and values to tailor my resume.

## ChatGPT Prompts to Edit your Resume:

Edit the following resume to contain more action words and bullet point achievements that show impact and metrics [Copy/paste your current resume and the job description].

Suggest keywords from the following job description to improve my resume's visibility on ATS systems. Then, edit these keywords into my resume below. [Copy/paste your current resume and the job description].

## ChatGPT Prompt to Write Effective Bullet Points:

Write 5 resume bullet points for a [Title] position that describes the impact and uses metrics based on the following job responsibilities. Use action verbs, industry skills, and keywords. [Copy/paste the job description].








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## AI-Powered Best Practices

AI is a powerful tool. It can write a resume—and do so much more. Ethically use it to speed up your job search process and automate the more tedious aspects of your job search.

-  **Generate Multiple Responses:** No matter what tool you're using or what you're using it for, generate multiple responses and use the best one.
-  **Check for Accuracy:** All AI tools will autogenerate metrics and assume facts if the algorithm cannot find them. Check for 100% accuracy before using anything AI-generated, especially on your resume.
-  **Always Edit:** Always review and edit the AI-generated content. AI tools provide valuable suggestions, but human judgment is crucial to ensure accuracy, relevance, and quality.

## About EG Workforce Solutions

We've been in this business for decades and have developed a deep network of professional connections. Whether they're companies looking for talent, job seekers looking for work, or an up-and-coming store in need of some temporary help, we know the right people to bridge the gap between the hiring and the hired.

But what's more, we get to know people. From employers hiring to candidates looking, we take the time to listen and learn. We hear your likes, talents, and needs. We gain an understanding, and with it, we're able to facilitate lasting relationships between businesses and people.



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