



Using AI to Edit and Revise Your Resume

Updating a resume can feel overwhelming, but leveraging artificial intelligence ("AI") turns the process into an interactive, high-efficiency strategy session. AI engines act as on-demand career strategists, helping you tailor your experience to specific job descriptions, extract quantifiable accomplishments, replace passive phrasing with high-impact action verbs, and ensure your bullet points pass Applicant Tracking Systems ("ATS"). Instead of staring at a blank page or wrestling with wording, AI allows you to quickly iterate, test different angles, and present your career trajectory with clarity and confidence.

ATS are human resource software programs used to digitally manage the hiring process, from posting job listings to screening resumes and tracking candidates. Because a job opening can generate hundreds of applications, recruiters and hiring managers rely on ATS to save time and streamline the process. The software automatically extracts information from your resume and organizes it into a standard format. It also does keyword screening, skimming applications for specific keywords, job titles, certifications, or skills required for the role. Candidates whose resumes match a certain percentage of the required keywords are ranked higher.

Since many employers are using these systems, it is important you use all of the tools at your disposal to build your resume to match their processes, and make sure your resume is ranked highly. We understand this technology may be intimidating and new to you, but it is intuitive once you practice. Please read each step carefully, and if you are a visual learner, you can [watch this quick video](#) for an example.

How to Use This Guide

1. **Select a Prompt:** Browse through the sections below and find a **Suggested Prompt** tailored to your current goal (e.g., Building Your Resume to Match a Job, Rewriting the Professional Summary, or Proofreading and Grammar Checks).
2. **Copy & Paste:** Copy the prompt text and paste it into the chat window of your chosen AI engine.
3. **Add Your Context:** Include/Upload the job description you are looking to apply to and/or the current version of your resume with your prompt before hitting submit.



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4. **Compare & Refine (Optional):** For the strongest outcome, consider running the exact same prompt through **two or three different AI engines**. Comparing the responses lets you pick and choose the sharpest phrasing from each, blending them into a final version that feels 100% authentic to your personal voice.

Recommended AI Engines

You can use any of the following major AI platforms to process the prompts in this guide:

- **ChatGPT** (chatgpt.com)
- **Claude** (claude.ai)
- **Google Gemini** (gemini.google.com)
- **Microsoft Copilot** (copilot.microsoft.com)
- **Perplexity** (perplexity.ai)

The ones recommended above are free (or have strong free tiers), highly flexible, and don't restrict users to strict forms. That said, there are other options, including platforms built specifically for job applications like Teal (tealhq.com), Jobscan (jobscan.co) and Rezi (rezi.ai) if you want to pay for a more specialized tool.

Optimizing Format and Structure

While AI cannot directly change your document's graphic design (like margins or fonts), it can help you structure the text content perfectly for the target job, ensuring it is highly readable by both human recruiters and Applicant Tracking Systems.

Working Backwards: Building Your Resume to Match a Job

Before asking for any edits, provide your AI engine with the necessary context. This is the most important prompt you will run. This turns your AI into an ATS expert, giving it the exact keyword landscape you need to target.

Suggested Prompt

"I am revising my resume for the following job description ("JD"). Please analyze the JD and identify the top 10 required hard skills, 5 required soft skills, and the



primary required metrics (e.g., 'increase efficiency,' 'manage budgets'). List these under three separate headings."

Streamlining Sections for ATS Compliance

ATS systems (and search committees) often get confused by complex formatting like multi-column layouts or graphics. Use clear, legible fonts and organize the resume into easily understood sections and categories. Ask AI to simplify the flow and naming of your sections to help organize your skills logically, making it easier for a recruiter or ATS to scan.

Suggested Prompts

"Review the contact section of my resume: for readability and clarity."

"Take the list of skills you identified from the job description. Now, look at my existing skills section and ensure it matches."

Optimizing the Content and Narrative

Transform generic job duties into powerful, metrics-driven achievements tailored to the specific job posting. Your resume should not be a job description, it should be a list of accomplishments, and narrative descriptions of successes. Think of your resume as an interview layout. What do you want them to ask you about? What notable things have you done that you'd love to speak about to toot your own horn?

Rewriting the Professional Summary (Optional)

The summary is your 30-second elevator pitch. It must immediately incorporate the most important keywords from the job description. The best way to create a targeted summary is to have AI create two alternatives, then combine the pieces you like best in each to form a narrative, solutions-based, engaging elevator pitch. Make sure you remove any unnecessary repetition when combining the two! After using AI to create your summary, reread it and make edits to make it sound like it is in your voice.



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Suggested Prompts	Why this works
"Using only the top 3 hard skills and top 2 soft skills from the job analysis, rewrite my current professional summary to be concise (max 3 sentences). The tone should be highly professional and focus on measurable value."	Forces the summary to be hyper-focused on the role's non-negotiable requirements, boosting immediate engagement.
"Rewrite the summary again, but this time frame my experience as a solution to a problem the prospective employer likely faces, using the target role's title."	Offers a more narrative, problem-solving-focused alternative summary to test against the first version.

Transforming Duties into Quantifiable Achievements (The CAR/PARS Method)

Recruiters don't want to see a list of responsibilities; they want to see the **results** you achieved. The best bullets follow the **Challenge, Action, Result (CAR)** or **Problem, Action, Result, Skills (PARS)** structure. Use AI to enumerate your quantifiable achievements, infusing keywords from the job description.

Suggested Prompts	Why this works
"I am revising this bullet point: 'Managed the company's social media accounts and created content.' Rewrite this using the CAR (Challenge, Action, Result) method, starting with a strong action verb from the job posting, and recommend placeholders for metrics I should add. Do not make up numbers. "	Your AI engine provides the structure and strong verbs (e.g., <i>Spearheaded, Optimized, Developed</i>) while telling you where to insert your metrics (e.g., increased engagement by <i>[X%]</i> , reduced costs by <i>[\$[Y]]</i>).
"Rewrite the following 5 bullet points from my last job. Ensure the core keywords 'efficient,' 'bipartisan advocacy,' 'major gifts,' and 'strategic thinking/strategic planning' are	This is key for ATS optimization, ensuring relevant terms are used



naturally integrated into the text. Preserve the original meaning and focus on impact."

contextually within your achievements.

For the keyword infusion, if you are not sure what the core keywords are, you can ask an additional prompt first: "If I am building a resume for a job with these qualifications and skills, what are the core keywords I should make sure are in my resume? [paste in the qualifications/skills from the job description]."

Make sure to go back and fill in the number placeholders with real metrics! If you do not remember the exact number, make an educated estimate, but do not overestimate a fact-checkable number.

Reviewing for Readability and Tone

After tailoring the content, it's vital that the resume remains clear and professional. You want to fix common small errors that can make a resume look unprofessional and inconsistent. This is also the time to ensure your resume is easily scannable and avoids overly complex language that can confuse ATS or time-pressed search committees. While many HR managers or hiring laypeople may be Jewish, they may not have the level of Jewish or Hebrew knowledge to understand your full work history. The resume is the first step before you hopefully have an interview and can more fully explain each part of your resume.

Goal	Suggested Prompt
Readability Check	"Analyze my completed resume text for clarity. Suggest three edits to reduce passive voice and aim for a 9th-grade reading level, as is standard for ATS/Recruiter readability."



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Complicated Hebrew or Specific Jargon	"Please review the text and flag two or more specific types of phrases that might confuse a hiring manager or an ATS: 1. Identify overly dense buzzwords or jargon or internal organizational acronyms, and suggest simpler, more results-oriented alternatives. 2. Highlight any Hebrew terms, communal organizational acronyms, or cultural phrases (e.g., specific organizational structures, titles, or program names) that a non-Jewish or secular reviewer wouldn't immediately understand. Provide advice on how to translate these into universal, professional equivalents (e.g., translating a specific leadership fellowship or community initiative title into broad project management or stakeholder engagement terms). Please present these to me in a clear table showing the Original Phrase, Why it might confuse someone, and Suggested Revision. Here is my resume text:"
Consistency Check	"Review the entire resume and list any instances where verb tense is inconsistent (e.g., mixing 'Managed' with 'Managing') or where I have used first-person pronouns (like 'I' or 'My'). Flag any instances where bullet points from a previous job use present tense. "



Proofreading and Grammar Checks

This final step uses targeted prompts to catch mechanical errors that spell-checkers often miss, focusing on visual consistency. Direct, high-priority commands catch typical typos and ensure technical accuracy, which is essential. Make sure to use an extreme level of detail in your prompts to address the visual flow that a human reviewer will notice but is often missed by basic tools.

Goal	Suggested Prompt
Spelling and Grammar	"Proofread my entire resume for all spelling and grammatical errors. List any suggested corrections clearly. Focus especially on proper nouns, acronyms, and industry-specific terminology."
Punctuation and Spacing Consistency	"Analyze the entire document for consistency in punctuation and spacing. Specifically, check the following: 1. Are all bullet points ended consistently (either all with periods or all without)? 2. Is the spacing after dashes and colons consistent throughout? 3. Are job titles consistently capitalized?"
Acronym and Capitalization Consistency	"Review all acronyms and proper nouns. Ensure I use the full name before the acronym on first mention (e.g., 'Customer Relationship Management (CRM)') and that all proper nouns (like synagogue names or software tools) are capitalized correctly and consistently."
Repetition and Flow	"Scan my entire work experience section for any repeated action verbs or phrases. Provide a list of the 5 most common verbs and suggest three stronger synonyms for each to improve linguistic variety and impact."