

Using AI In Resumes

AI is reshaping resume writing by helping job seekers improve grammar, clarity, and overall professionalism. These tools enhance the tone and structure of resumes, making them more polished and effective for both automated systems and human reviewers. AI also supports keyword optimization by pulling relevant terms from job descriptions, increasing the chances of passing through Applicant Tracking Systems (ATS), which often serve as the first reviewer. Additionally, AI can tailor resumes for different roles at scale, ensuring each version highlights the most relevant skills. As we adopt these tools, it's important to use AI ethically, keeping all content accurate and true to the applicant's experience.

What is AI, and what AI should I use?

AI, or artificial intelligence, refers to computer systems that can perform tasks that typically require human intelligence—like understanding language or making suggestions—and for resume writing, generative AI tools like ChatGPT, Grammarly, and GitHub Copilot are especially useful for improving content and customization.

AI for Grammar and Professionalism

Clean, professional writing leaves a great impression on employers. AI tools can correct grammar, improve sentence structure, and make resumes sound more polished. A good strategy when asking AI to revise your resume is to give the search engine the most detail as possible. For instance, tell the AI you are working on your resume, and be specific about what you would like to be reviewed or revised. Here are a few Dos and Don'ts...

Do!

Submit a bullet point of an employment description from your resume, and ask the AI platform, "Can you make this sound more professional and correct any grammatical errors?"

Don't!

Not including a prepared description from your resume such as, "Give me a bullet point for my job on my resume," and allowing AI to give something vague that does not fit your employment.

AI for Key Word Optimization

Many companies use ATS (Applicant Tracking Systems) to filter resumes based on keyword matching. These systems scan resumes for specific words and phrases that align with the job description, such as required skills, job titles, and industry-specific terminology. If a resume lacks these keywords, it may be automatically rejected before a human recruiter even sees it. AI tools help job seekers optimize their resumes by identifying missing keywords and suggesting improvements, ensuring that their applications are more likely to pass ATS screening and reach hiring managers. Here are some Dos and Don'ts to use AI for keyword optimization

Do!

Supply an AI search bar with the task at hand, such as, "I want to optimize keywords in my resume in comparison to a job application" followed by attaching the job description and your prepared resume.

Don't!

Make sure to be very specific in your request and supply both your resume and the job description. Don't say "Give me words to put in my resume if I want a job as an intern." And remember, if you don't like AI's response the first time you can always ask your question in a different way.

AI for Tailored Skills

While AI can suggest skills and keywords to better match a job description, it's important to be honest about your abilities and experience. Only include skills you truly possess and can demonstrate, as misrepresenting qualifications can backfire during interviews. AI should enhance your resume, not fabricate details—use it as a tool to highlight your strengths authentically.

To use AI for tailored skills,

Step 1: Input your resume and job description into an AI tool. Ask AI, "Can you compare my resume with this job description and tell me which skills and experiences from my resume match the job posting? Also, are there any important skills in the job description that I might have but didn't include?"

Step 2: AI suggests optimizations, skills, and experience that align with the job posting.

Step 3: Review and personalize AI's suggestions for a stronger, more targeted application, making sure any changes are authentic to your own experiences.