Five free prompts

from The ResumeChangers AI Resume Playbook

RESUMECHANGERS · FREE SAMPLE

Five free prompts from the Playbook

This free sample contains five complete prompts from *The ResumeChangers AI Resume Playbook*, exactly as they appear in the full book, with the guidance that goes with them. The full Playbook has 45 prompts in eight chapters, three fictional worked examples, a copyable prompt library and three worksheets.

The one rule behind every prompt

Facts in, facts out. An AI assistant is very good at wording and structure. It is also willing to fill gaps with things that sound plausible but are not true: a certification you never earned, a percentage nobody measured, a tool you have never used. On a résumé, those inventions can cost you an offer or worse.

Every prompt in this book therefore tells the AI to:

- use only the facts you supply;
- ask you for missing details instead of guessing;
- never invent credentials, employers, dates, job titles, skills or numbers;
- mark anything it assumed so you can check it;
- keep your meaning while improving clarity;
- tell the difference between an experience gap (you have not done it) and a wording gap (you did it but described it poorly);
- avoid stuffing your résumé with keywords;
- remind you to verify everything before you use it.

You will still need to read every line it produces. The prompts make that review faster, not unnecessary.

1.1 Protect your personal information before you paste

Purpose: Remove details the AI does not need, and keep a list so you can restore them at the end.

When to use it: Before you paste your résumé into any AI assistant for the first time. You can also do this step by hand.

What you need: `[CURRENT_RESUME]`

COPY THIS PROMPT

```
I am going to improve my résumé with your help. First, help me protect my privacy.

Below is my résumé. Do not rewrite or improve anything yet. Instead:
1. List every piece of personal information that an AI does not need in order to
improve the wording: for example my full street address, phone number, personal email,
date of birth, ID numbers, photos, references' names and contact details, salary
history, and any health, family or immigration details.
2. Give me back the résumé with each of those items replaced by a labeled placeholder
such as [PHONE], [EMAIL], [ADDRESS], [REFERENCE_1].
3. Keep everything else exactly as written. Do not change, fix or reorder any other
text.

RESUME START
[CURRENT_RESUME]
RESUME END
```

What useful output contains: A short list of the personal items it found, and your résumé with only those items replaced. Nothing else should change.

Example: "Jordan Rivera, 14 Elm Street, Columbus OH 43215, (614) 555-0182" becomes "Jordan Rivera, [ADDRESS], [PHONE]". Many people keep their city and state, which employers often expect to see, and remove only the street address.

If the output is weak: If it changed other wording, send: "You changed text that was not personal information. Return the résumé with only the personal items replaced and every other word exactly as I gave it." If you are uncomfortable pasting even the placeholder version, remove the details by hand before pasting; this prompt is a helper, not a requirement.

2.4 Describe an achievement honestly without numbers

Purpose: Find truthful, specific ways to describe a result when you have no metrics.

When to use it: When you know your work made a difference but cannot quantify it.

What you need: `[VERIFIED_ACHIEVEMENTS]` (one achievement described in your own words, including what you know and do not know)

COPY THIS PROMPT

```
I want to describe this achievement on my résumé, but I do not have reliable numbers
for it. Here is what I know is true:

[VERIFIED_ACHIEVEMENTS]

Write three alternative résumé bullets that describe it truthfully without numbers I do
not have. Use these approaches where they fit: before-and-after, scope that I stated,
who benefited, frequency I stated, recognition I stated, or quality and reliability.

Rules: Use only details in my description. Do not add numbers, percentages, time frames
or outcomes I did not mention. After the bullets, list any detail that would make them
stronger and ask me whether I can confirm it. Mark any word that goes beyond what I
said with [CHECK].
```

What useful output contains: Three honest variations that use different angles, and a list of questions about details that would strengthen them.

Example: From "I made a shared spreadsheet for our team's supply orders; before that, people emailed me and orders got missed," a good bullet is "Replaced emailed supply requests with a shared order sheet, so requests were no longer missed." A bad bullet adds "reducing errors by 50%."

If the output is weak: If a bullet adds anything new, send: "Bullet [number] adds [the addition]. Remove it and keep only what I described."

3.1 Diagnose my résumé

Purpose: Get a prioritized list of the most important problems, with the exact lines affected.

When to use it: As the first step on any résumé, before rewriting.

What you need: `[CURRENT_RESUME]`, `[TARGET_ROLE]`

COPY THIS PROMPT

```
Review my résumé for [TARGET_ROLE] roles. Do not rewrite it. Give me a diagnosis:

1. The three to five most important problems, most important first. For each, quote the
affected lines, explain why it is a problem for this kind of role, and say what kind of
fix it needs.
2. For each problem, say whether it is a wording problem (my experience is there but
poorly described), a missing-information problem (you would need facts from me), or an
experience gap (the résumé does not show something the role usually needs). Do not
suggest invented experience to fill gaps.
3. Two or three things that already work well and should be kept.

Be direct and specific. Do not give general advice that is not tied to a line in my
résumé.

RESUME START
[CURRENT_RESUME]
RESUME END
```

What useful output contains: A short, ranked list of problems tied to quoted lines, each labeled wording, missing information or experience gap, and a few strengths.

Example: "1. Your summary says 'Hard-working professional seeking growth.' It does not say what you do. Wording problem: rewrite around the support work in your current role. 2. None of your bullets mention outcomes. Missing information: I need to know what changed because of your work."

If the output is weak: If it rewrites things anyway, send: "Diagnosis only, please. No rewrites yet." If it is vague, send: "Quote the exact line for each problem."

4.2 Rewrite experience bullets from verified facts

Purpose: Turn weak bullets into clear, specific ones, using only facts you have confirmed.

When to use it: After you have collected facts for a job (Prompts 2.1 to 2.4).

What you need: `[DRAFT_TEXT]` (the current bullets for one job), `[VERIFIED_ACHIEVEMENTS]` (facts for that job)

COPY THIS PROMPT

```
Rewrite the bullets for one job on my résumé. Use the current bullets and my verified
facts below.

For each bullet:
- start with a strong, accurate verb;
- say what I did and, where my facts allow, the scale or context and the result;
- keep it to one or two lines;
- keep my meaning and my level of responsibility.

Rules: Use only facts from my current bullets and verified facts. No new numbers,
tools, titles or results. If a bullet would be stronger with a detail I have not given,
write the best honest version and add a question underneath it marked QUESTION. Mark
anything you inferred with [CHECK]. Show each rewritten bullet next to the original.

CURRENT BULLETS START
[DRAFT_TEXT]
CURRENT BULLETS END

VERIFIED FACTS START
[VERIFIED_ACHIEVEMENTS]
VERIFIED FACTS END
```

What useful output contains: Each original bullet beside its improved version, with questions where more detail would help and [CHECK] marks for anything inferred.

Example: Original: "Responsible for customer emails." Verified fact: "Answered customer emails and chats for our scheduling app, mostly billing and login questions; wrote help articles for the most common ones." Rewrite: "Answered customer email and chat questions about billing and login for a scheduling app, and wrote help-center articles for the most common issues." QUESTION: "Do you know roughly how many conversations you handled per day or week?"

If the output is weak: If it exaggerates, send: "Bullet [number] makes my role sound bigger than it was. I [describe your real role]. Rewrite it accurately."

8.1 Check the final draft for accuracy

Purpose: Catch anything in the draft that is not supported by your own records.

When to use it: On every AI-assisted draft before you use it. Ideally in a **new conversation**, so the AI checks with fresh eyes.

What you need: `[DRAFT_TEXT]` (the draft to check), `[FACT_BANK]`, `[CURRENT_RESUME]` (your original)

COPY THIS PROMPT

```
You are checking a résumé draft for accuracy. Compare the draft with my original résumé
and my fact bank, which are the only trustworthy sources.

List every item in the draft that is not clearly supported by the sources, grouped as:
1. Employers, job titles, dates or locations that differ from the sources.
2. Numbers, percentages, amounts, team sizes or time frames that do not appear in the
sources.
3. Skills, tools, certifications, degrees or credentials that do not appear in the
sources.
4. Achievements or responsibilities described as bigger or more senior than the sources
support.
5. Wording that implies something the sources do not say (for example "led" where the
source says "helped").

For each item, quote the draft, quote the closest source text (or say "not found"), and
suggest a correction that matches the sources. If everything is supported, say so, but
still list anything borderline.

DRAFT START
[DRAFT_TEXT]
DRAFT END

ORIGINAL RÉSUMÉ START
[CURRENT_RESUME]
ORIGINAL RÉSUMÉ END

FACT BANK START
[FACT_BANK]
FACT BANK END
```

What useful output contains: A grouped list of unsupported or overstated items with quotes from both sides and corrections, or a clear statement that everything checks out plus any borderline items.

Example: "Group 2: Draft says 'resolved 50+ tickets daily.' Sources: 'answered customer tickets by email and chat.' No number found. Correction: remove the number, or add it only if you know it."

If the output is weak: AI checkers can miss things. If it reports no problems on a long draft, ask: "List every number and every skill in the draft, and the source for each." Check that list yourself.

Get the complete Playbook

The full Playbook covers building a verified career fact bank, diagnosing your résumé, rewriting bullets and summaries, tailoring to a job description, career changes and gaps, cover letters and LinkedIn, and a full accuracy check. It is a digital download for $19 at resumechangers.com.