

FREE RESOURCE

# AI CV Prompts Pack

ChatGPT & Claude prompts to tailor your CV,  
fix weak bullet points, and strengthen your summary.

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## GETTING STARTED

## How to use this prompts pack

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These prompts work with ChatGPT (GPT-4o) and Claude. Copy the prompt, replace the bracketed placeholders with your own information, and paste it into your chosen AI tool. The more detail you give the AI, the better the output — don't be afraid to paste in your full CV or a full job description.

<b>Be specific</b>	Vague prompts give vague results. Include your job title, industry, years of experience, and the role you're targeting.
<b>Paste the job description</b>	For tailoring prompts, always paste the full JD — not just the job title. The language used matters.
<b>Iterate</b>	If the first output isn't quite right, reply with: "That's close — can you make it more [concise / senior / specific]?"
<b>Check the facts</b>	AI can improve your phrasing but only you know what you actually did. Always verify that the output reflects your real experience.
<b>Try both tools</b>	Claude tends to be more careful and nuanced; ChatGPT tends to be faster and bolder. Try the same prompt in both and compare.

**Which AI tool should I use?** Both ChatGPT and Claude work well for CV prompts. This pack is designed for either. If you're new to AI, start with Claude at [claude.ai](https://claude.ai) — it's free to use and excellent at following nuanced instructions.

## SECTION 01

## Write & strengthen your professional summary

Your CV summary (or profile) is the first thing most recruiters read. It should be specific, confident, and tailored to your target role — not a list of generic adjectives. These prompts help you write one from scratch or sharpen what you already have.

**PROMPT 01****Write a summary from scratch**

I'm a [job title] with [X] years of experience in [industry/sector]. My key strengths are [strength 1], [strength 2], and [strength 3]. I'm applying for a [target role] at a [type of company / sector]. Write a compelling 3–4 sentence professional summary for my CV that leads with my strongest selling point and speaks directly to what this employer is looking for. Avoid clichés like "results-driven", "passionate", or "dynamic". Use specific, credible language.

*Tip: Fill in the brackets before pasting. The more specific you are about your target role, the better the output.*

**PROMPT 02****Rewrite and sharpen an existing summary**

Here is my current CV summary: [paste your summary here]. Rewrite it to be more impactful. Remove any vague phrases like "results-driven", "passionate about", "excellent communicator", or "team player". Replace them with specific, evidence-based language that shows what I've actually done and the level I've operated at. Keep it to 3–4 sentences.

*Tip: If you're not sure which phrases are vague, ask: "Flag any generic or overused phrases in my summary."*

**PROMPT 03****Tailor your summary to a specific job description**

Read this job description: [paste the full JD here]. Now read my current CV summary: [paste your summary here]. Rewrite my summary so it directly mirrors the language and priorities in this job description — without copying it verbatim. Highlight the experience and qualities this employer is clearly looking for.

*Tip: Do this for every significant application. A tailored summary can double your shortlisting rate.*

**PROMPT 04****Write a summary for a career changer**

I'm transitioning from [previous role/industry] to [target role/industry]. My transferable strengths include [list 3–5 skills or achievements]. Write a CV summary that presents me as a credible candidate for [target role] without dwelling on my career change. Lead with my value, not my history.

*Tip: Career changers often undersell themselves. Ask the AI to "emphasise transferable value" if the first draft feels too apologetic.*

## SECTION 02

## Fix weak bullet points

The biggest mistake on most CVs is bullet points that describe responsibilities instead of achievements. Recruiters want to see what you did and what happened as a result. These prompts help you find the impact hidden in your experience.

**PROMPT 05****Rewrite a batch of weak bullet points**

Here are five bullet points from my CV: [paste them here]. They are too vague and describe duties rather than achievements. Rewrite each one using this structure: [Strong action verb] + [what I did] + [result or outcome, with a number or metric if possible]. Where you don't have enough information to add an outcome, ask me a specific question to help me find one.

*Tip: Do this in batches of 4–6 bullets. More than that and the quality of the rewrites drops.*

**PROMPT 06****Uncover the impact behind one bullet point**

This bullet point on my CV is weak: [paste bullet here]. Ask me 3 specific questions that will help me uncover the real impact or result of this achievement. Then, once I've answered, use my answers to write a stronger version.

*Tip: This is the most powerful prompt in the pack. AI is excellent at asking the questions you'd never think to ask yourself.*

**PROMPT 07****Write a bullet point from raw facts**

I need to write a CV bullet point about [describe the task or project briefly]. Here are the key facts: [list any numbers, timelines, team size, tools used, outcomes]. Turn these into one strong CV bullet point that starts with a powerful action verb, is specific and credible, and ideally includes a metric.

*Tip: Ideal when you're writing a CV from scratch. Dump your facts in and let the AI shape them.*

**PROMPT 08****Audit all your bullet points for weak language**

Scan these bullet points and flag any that contain weak or passive phrases such as: "responsible for", "assisted with", "helped to", "worked on", "involved in", "participated in", or "supported". For each flagged bullet, suggest a stronger active rewrite that puts me as the subject and shows ownership. Here are my bullet points: [paste all]

*Tip: Run this audit before you submit any CV. Passive language is one of the most common reasons CVs get rejected at first glance.*

## SECTION 03

## Tailor your CV to a specific role

A generic CV rarely beats a tailored one. These prompts help you quickly identify what a specific employer is looking for and align your CV language with theirs — without rewriting everything from scratch.

**PROMPT 09****Extract keywords from a job description**

Here is a job description: [paste the full JD here]. Identify the 10 most important keywords, skills, and phrases this employer is prioritising — including both hard skills (tools, qualifications, sector knowledge) and soft skills (behaviours, working styles). Present them as two separate lists: hard skills and soft skills.

*Tip: Use this list as a checklist against your CV. Aim to include the majority of these terms naturally.*

**PROMPT 10****Get a gap analysis between your CV and a JD**

Here is my CV: [paste full CV here]. Here is the job description I'm applying for: [paste full JD here]. Analyse the match and tell me: (a) which parts of my CV align well with this role, (b) which important requirements from the JD are missing or underdeveloped in my CV, and (c) what specific changes would make my CV a stronger match for this role.

*Tip: This is the single most valuable tailoring prompt. Do it for every role you're serious about.*

**PROMPT 11****Write tailored bullet points for a specific role**

I'm applying for this role: [paste job title and key requirements from the JD]. I currently work as a [your job title] at [your company]. My most relevant experience for this role includes: [describe 3–4 key things you've done]. Write 4 tailored CV bullet points for my current role that use the language from this job description and highlight the experience they're looking for.

*Tip: Use this when you need to add or adapt bullets for a specific application without rewriting your whole CV.*

**PROMPT 12****Reframe experience for a different sector**

I'm applying to move from [your current sector] to [target sector]. Here are three bullet points from my CV: [paste them]. Rewrite them using language and framing that will resonate with a [target sector] employer. Keep the facts accurate — only change the terminology and emphasis.

*Tip: Especially useful for public sector to private sector moves, or vice versa.*

## SECTION 04

## Improve structure & handle difficult situations

A well-structured CV makes the recruiter's job easier. These prompts help you organise your content more effectively and handle tricky situations like employment gaps or career changes with confidence.

**PROMPT 13****Audit your CV structure**

Read my CV: [paste full CV here]. Suggest improvements to the structure and ordering of sections. Consider: (a) does the most impressive information appear early enough? (b) are there any sections that could be consolidated or removed? (c) is the formatting consistent and scannable in under 10 seconds? Give me a specific, actionable list of structural improvements.

*Tip: Ask the AI to "prioritise the top 3 structural changes with the biggest impact" if the list feels overwhelming.*

**PROMPT 14****Address an employment gap honestly**

I have a gap in my CV between [start date] and [end date]. The reason is: [brief honest explanation — e.g. caring responsibilities, health, redundancy, travel, study]. Help me write a short, professional, and confident way to address this — either as a brief note on my CV or in a cover letter opening paragraph. I want it to be honest but forward-focused.

*Tip: Never try to hide a gap — it draws more attention. A brief, confident explanation is always better.*

**PROMPT 15****Reframe a career change positively**

I'm changing careers from [previous role/sector] to [target role/sector]. Here is my current CV: [paste]. Help me reframe my existing experience so that it speaks directly to my target audience. Identify my most transferable skills and suggest how to reorder or rename sections to lead with relevant experience rather than chronological history.

*Tip: Consider a "Skills" or "Key Achievements" section at the top if your chronological history doesn't tell the right story.*

**PROMPT 16****Shorten an over-long CV**

My CV is [X] pages long and needs to be reduced to [target — usually 2 pages]. Here it is: [paste full CV]. Identify what I can cut, consolidate, or move to a LinkedIn profile instead. Prioritise keeping the content that is most relevant to [your target role]. Explain your reasoning for each suggested cut.

*Tip: As a general rule: roles older than 10–15 years should be summarised, not detailed. AI is good at identifying this.*

## SECTION 05

## Quick-win prompts

Short, sharp prompts for common CV tasks. Paste these in when you need a fast improvement without a full rewrite.

**PROMPT 17****Replace CV buzzwords**

Here is a list of 10 words or phrases from my CV: [paste them — e.g. "results-driven", "passionate", "team player", "proactive"]. For each one, give me two or three specific, evidence-based alternatives I could use instead — alternatives that show rather than tell.

*Tip: If you're not sure which words to list, ask first: "Read my CV and flag any overused or vague language."*

**PROMPT 18****Convert LinkedIn About section to CV summary**

Here is my LinkedIn About section: [paste]. Rewrite this as a CV professional summary — same core message, but adapted for the formal CV format. It should be in third person [or first person — choose one], 3–4 sentences maximum, and focus on my professional value rather than my personality.

*Tip: Your LinkedIn About and CV summary should align but not be identical — they serve slightly different audiences.*

**PROMPT 19****Write a strong opening line**

I need a strong opening line for my CV summary. My job title is [title], I have [X] years of experience, and my most impressive achievement or credential is [describe it briefly]. Write five different opening sentences I could use — ranging from conservative to more confident in tone. I'll choose the one that feels right.

*Tip: The first sentence of your summary carries the most weight. Spend time on it.*

**PROMPT 20****Check your CV reads at the right seniority level**

I'm applying for [senior / director / head of] level roles. Read my CV: [paste]. Does the language, tone, and framing reflect someone operating at this seniority? Flag any phrases or bullet points that sound too junior or too operational, and suggest how to elevate them.

*Tip: This is particularly valuable when moving from individual contributor to leadership roles.*

**Bonus prompt:** Once you're happy with your CV, run this final check: "Read my CV as a sceptical recruiter who has 30 seconds to decide whether to shortlist me for [target role]. What would make you put it in the yes pile? What would make you reject it? Be honest."

## About Lisa Howe

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I'm Lisa Howe — a certified Career Coach and AI Productivity Trainer with over 20 years of experience supporting professionals across the UK and internationally. I help mid to senior professionals gain clarity, build confidence, and get measurable results in their job search and career development.

- ✓ Licensed Firework Career Coach
- ✓ Certified Résumé Writer & Career Coach
- ✓ Imposter Syndrome Practitioner
- ✓ AI Productivity Trainer

### Want personalised support with your CV?

These prompts are a great starting point — but sometimes you need a real expert to look at your specific situation and tell you exactly what to do. That's what coaching is for.

**Book a free 20-minute consultation at [lhcvolutions.com/contact](https://lhcvolutions.com/contact)**

You can also find more free career resources, AI tools, and guides at [lhcvolutions.com/career-resources](https://lhcvolutions.com/career-resources)

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