REZZYCHECK

Resume Prompt Kit

Use AI to rewrite your resume in 6 simple steps. Do them in order, top to bottom. No AI experience needed.

About 30 minutes | Free | Works with ChatGPT, Claude, or Gemini

Before you start

What you need

- A free AI chat tool, like ChatGPT, Claude, or Gemini
- Your current resume
- One job posting you actually want

Keep it private

- Delete your phone number and home address before you paste your resume
- Leave out client names or project details you're not allowed to share

> **The golden rule: AI writes the draft. You decide what's true.**

THE 6 STEPS

Rewrite your resume

Do every step in the same chat. The AI remembers what you said earlier in that chat, but a new chat starts from zero.

1 Open a new chat

Go to your AI tool, sign in, and start a new chat.

2 Send the starting prompt

Copy the prompt below and paste it into the chat box. Before you press Enter, replace everything [highlighted in brackets] with your own info, including your resume and the job posting.

PROMPT 1: START

You're helping me revise my resume. I'm a [year and major, like "senior illustration major"] student applying for [type of job, like "junior graphic designer"]. My resume and the job posting are below.

Use RezzyCheck's Levels System for every bullet:
Level 1: What I did
Level 2: How I did it
Level 3: Tools I used
Level 4: Methods or process I followed
Level 5: Results or impact
A strong bullet covers the levels that matter most for the job in 1 to 2 lines. It doesn't need all five. Only use facts I give you. Never invent details, numbers, or titles.

First, ask me 8 to 10 questions that would make my bullets stronger: how I did the work, what tools I used, who it was for, and any numbers I can share (projects, clients, deadlines, views, sales, team size). Don't ask about anything my resume already answers. Then stop and wait for my answers. Don't rewrite anything yet.

MY RESUME:
[paste your resume text here]

JOB POSTING:
[paste the job posting text here]

What you'll see: A list of questions about your experience.

Tip: Paste the text of the job posting, not a link. Many AI tools can't open links reliably.

3 Answer the questions

Type your answers in one reply and press Enter. No prompt needed for this step.

- Short answers in your own words are fine
- Ballpark numbers are great, as long as they're accurate
- Don't know one? Type "skip"

What you'll see: The AI thanks you, or asks a follow-up question. Answer any follow-ups, then go to Step 4.

This is the most important step. The better your answers, the better your resume.

4 Ask for the rewrite

Now the AI uses your answers to rewrite your resume. Copy the prompt below, paste it, and press Enter.

PROMPT 2: REWRITE

> Now rewrite my resume using my answers and RezzyCheck's Levels System. In each role, put the bullet that matters most for this job posting first. Present tense for my current role, past tense for past roles. Don't repeat a starting verb within a role. No buzzwords like "leveraged," "spearheaded," or "passionate." Only use facts I gave you. If a number would help but I didn't give one, write [X]. Give me the full rewritten resume, then list every [X] you need me to fill in.

What you'll see: Your full rewritten resume, plus a list of any spots marked [X] where the AI needs a number from you.

5 Fill in the blanks

Give the AI the numbers it asked for. If you don't know a number, tell it to cut that part. Never guess.
No [X] spots? Skip to Step 6.

PROMPT 3: FILL IN THE BLANKS

> Here are the missing numbers: [list each [X] and its real number, or write "cut it"]. Update the resume and give me the full final version.

What you'll see: Your finished resume text.

6 Put it in your resume file

Copy the new text into your resume file (Word, Google Docs, Canva, or whatever you use). Then check these by hand, because AI can't see how your resume looks on the page.

- [ ] Every line is true, and you could explain it in an interview
- [ ] It fits on one page
- [ ] No single word is sitting alone on its own line
- [ ] Your phone number and email are back on it and correct
- [ ] Your portfolio link works
- [ ] Saved and sent as a PDF

> **Recommended before you send it:** run the Audit prompt below. It takes about 2 minutes and catches anything the AI made sound bigger than it was.

OPTIONAL

Extra prompts

Use these in the same chat, any time after Step 4.

A Audit it RECOMMENDED

Checks every claim on your new resume against what you actually told the AI. AI sometimes makes you sound bigger than you are, or adds details you never gave it. This catches it before a hiring manager does.

AUDIT

Audit this resume against everything I gave you. Be strict. Make a table:
Claim | Where it came from | Status
Status = Backed, Stretched, or Made up. Quote my exact words as the source. Include every number, and show the math for any number you calculated. If you're unsure, mark it Stretched. Don't fix anything yet.

How to read the table:

Backed You said it. Keep it.

Stretched It's based on something you said, but it sounds bigger than what you did.

Made up You never said it. It has to go.

Anything Stretched or Made up? Use Extra B next.

B Fix it honestly

Use right after the audit. Removes anything made up and tones down anything stretched.

FIX

For everything marked Stretched or Made up: remove what's made up, and rewrite what's stretched so it matches what I actually did. Watch for words that overstate my role, like "led" when I helped or "managed" when I contributed. Keep it strong, but keep it true. Give me the full updated resume.

C See what the job wants most

Shows what the employer cares about, and where your resume is still weak.

JOB MATCH

Rank the top 8 skills and requirements in this job posting, most important first. Required qualifications rank above preferred ones. Show which ones my resume proves, which ones it shows weakly, and which ones are missing. For anything missing, ask me if I have it. Don't add it for me.

D Final polish

One last check for small mistakes.

POLISH

Final check: consistent verb tense, consistent date format, no repeated starting verbs within a role, no buzzwords or clichés, and no typos. Show only what changed and why.

If something goes wrong

The AI rewrote everything before you answered its questions.

Type: **"Stop. Go back to your questions and wait for my answers."**

The AI added something you never said.

Type: **"Remove that. I never said it."**

You accidentally started a new chat.

The AI forgot everything. Start over at Step 2.

The reply is too long or confusing.

Type: **"Make that shorter and simpler."**

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