

A person is sitting at a desk, writing on a document. The document has the word "RESUME" printed on it. In the background, there is a laptop and a mug. The scene is brightly lit, suggesting a professional or academic setting.

CRAFTING YOUR PERSONAL STORY:

Resumé, CV's, and AI Tips

LEARNING OUTCOMES



Resume and CV purpose and differences



Document and format and structure

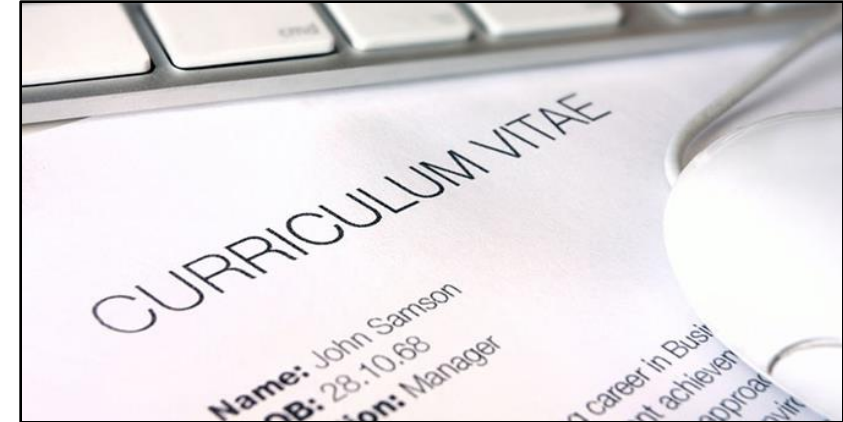


Utilization of AI

PURPOSE



A Resume's purpose is to share accomplishments and gain interest from industry professional leading to an interview.



A CV's purpose is to describe one's academic knowledge and accomplishments.

RESUME CONTENT



**Name and
Contact
Information**



**Education &
Certifications**



**Professional
Experience**



**Skills &
Qualifications**



**Research,
Presentations, &
Conferences**



**Professional,
Associations, &
Affiliations**

CONTACT AND EDUCATION

Joe Smith

Phone number | email@cgu.edu | [LinkedIn](#) | Website

Claremont Graduate University | Claremont CA
Master of Arts | Positive Organizational Psychology and Evaluation

December 2022

EDUCATION

Claremont Graduate University, Claremont, CA
Master of Arts in Positive Organizational Psychology and Evaluation

August 2021-Present

Relevant Coursework:

- Organizational Development and Change, Organizational Behavior, and Positive Leadership
- Intermediate Statistics, ANOVA, Applied Multiple Regression, and Categorical Data Analysis
- Foundations of Evaluation, Comparative Evaluation Theory, and Evaluation Procedures

University of Maryland, College Park, MD
Bachelor of Science in Physiology and Neurobiology

August 2016-May 2020

PROFESSIONAL EXPERIENCE

Career and Professional Development Office - Claremont Graduate University

Career Consultant | Claremont, CA

May 2023-Present

- Coaching students and alumni in career exploration, job search strategies, interview preparation, personal branding, and document reviews (resume, curriculum vita, and cover letter creation and revisions)
- Hosts and presents workshops on career development techniques, timeline building, and professional networking
- Cultivates relationships with internal university partners and external companies to create job opportunities for Claremont Graduate University students and alumni

Clinical Information Manager

Saint Barnabas Medical Center, Livingston, NJ

July 2020-July 2021

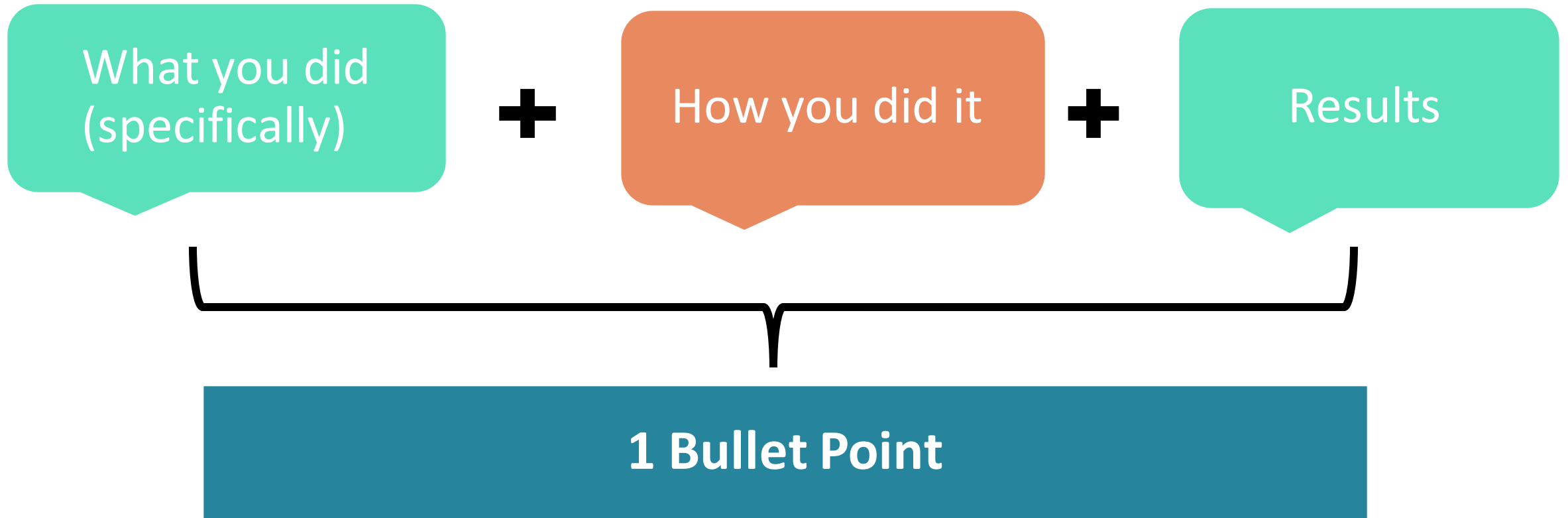
- Documented patients' diagnoses, medical histories, treatments, and follow-up information in patient medical reports to inform clinical decision making
- Retrieved patient data for physician review such as previous medical conditions, lab results, and radiology reports
- Answered phone calls from EMS for patients on-way to Emergency Department to prepare physician for patient arrival

Metropolitan State Hospital | Therapy Volunteer Intern | Santa Fe Springs, CA

2018

- Co-facilitated interactive therapy for 15 to 20 residents to increase autonomy and collaborative communication
- Supported before and after event logistics and prepared venue for group therapy activities
- Participated in TSA and self-defense training to prepare and ensure a safe environment for residents and staff

BULLET POINT STRUCTURE



*** It is always a good idea to add metrics, numbers and percentages**

RESUME TIPS

1. Focus on competencies and experiences
2. Mirror your Mentors
3. Keep it Updated
4. Network
5. Source Document



CV CONTENT



Name and Contact Information



Skills | Qualifications



Education



Research | Dissertation



Professional Experience



Fellowships | Honors | Grants



Associations | Organizations



Publications

CV FORMAT

**Length
(3+ pages)**

**Reverse
Chronological
Order**

**Consistency
& Fonts**

Academia

Headers

**Bullets &
Description**

CV TIPS

1. Focus on Academic Achievements
2. Mirror your Mentors
3. Keep it Updated
4. Network
5. Source Document





AI PROGRAMS



ChatGPT

PROs

- Speed
- Incorporation of Job description
- Multiple platforms

CONs

- Quality
- Tone
- Recruiters / Managers

Utilization and Caution

- Drafting application documents
- Review and edit for tone, personality, and accuracy
- Technology is a tool, not a substitute

AI TIPS



1. Use AI as a personal assistant
2. Input affects output**
3. Be creative – Be detailed – Be smart
4. Tailor your document to your industry and job

PROMPTING FRAMEWORK

Role	Action	Steps	Context	Examples	Format
Resume editor	Review and provide feedback based on job posting	Review the job, synthesize the qualifications, identify overlap areas, bullet point feedback	Attach resume and job description to provide more information	Expand upon experiences that fit the job description	Professional, business style resume or CPD templates!

PROMPTING EXAMPLES

1. Ask for feedback on bullet point phrasing

"I want your feedback on how I am phrasing my resume/cv bullet points for x job. The job has x qualifications and duties. I want you to evaluate my previous experience and identify ways to integrate what I have done with the job I am applying for. Start by providing 5 tips to improve how I am communicating my experience. [Paste resume experiences]."

2. Use ChatGPT for help with concise wording

"I want my resume to sound more professional and concise. Please help me reword x part of my document to sound more [professional, technical, clear, etc]."

PROMPTING EXAMPLES

3. Ask ChatGPT for job-specific resume keywords

"I am applying for x job [insert title and/or description]. I'm uncertain what keywords and phrases are appropriate for this industry and would like you to generate me a list of keywords for x kind of jobs".

4. Request sample CV and Resume entries for reference

"I'm working on a resume for a position in x industry, can you provide me with a sample resume/cv so I can visualize some ways that people in this industry list their experience?"

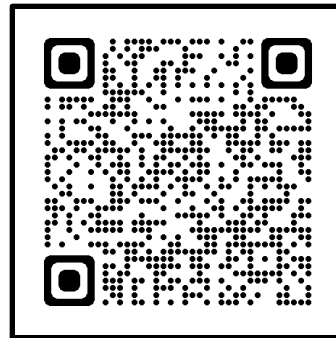
PROGRAM AND EVENTS

Business Etiquette

Welcome Back Mixer

Crafting Your Personal Story -
Resumes

Developing Together – Mentor
and Mentee Relationships



Navigating Careers: The Power
of Informational Interviews

Alumni Career Chats

Brand You – Digital Profiles

Interview Skills Workshop