

AI-FRIENDLY AND ATS-READY RESUME TEMPLATE

Designed for simple editing, AI-assisted writing, and applicant tracking systems

Important: No AI system officially “approves” a resume. This template is designed to be easy for AI writing tools to help with and easy for most ATS systems to read.

How to Use This Template

- Replace every word inside brackets [like this] with your own information.
- Use short, clear statements. Begin work accomplishments with action words.
- Save the finished resume as both a Word document and a PDF unless the employer gives different instructions.
- Change the resume for each job by using important words from the job posting truthfully.
- Ask a trusted instructor, mentor, or career coach to review the final resume.

What Not to Include

- Do not include your Social Security number, bank information, passwords, full birth date, age, marital status, or a photograph.
- Do not ask AI to invent jobs, dates, education, skills, licenses, or accomplishments.
- Do not paste private information into an AI tool unless you have reviewed that tool’s privacy settings and policies.

Simple Resume Checklist

- | | |
|---|---|
| ☐ Name and contact information | ☐ Clear job goal or summary |
| ☐ Skills that match the job | ☐ Work history with correct dates |
| ☐ Education and training | ☐ Correct spelling and grammar |
| ☐ Simple black text | ☐ No tables, columns, icons, or photos in final resume |

[YOUR FULL NAME]

[City, State] | [Phone Number] | [Professional Email Address]
[LinkedIn URL - optional]

PROFESSIONAL SUMMARY

[Write 2-4 sentences. Name the type of work you want, your strongest skills, your experience, and the value you bring. Example: Dependable customer service professional with three years of retail experience. Skilled in helping customers, handling payments, stocking products, and working as part of a team. Known for being punctual, patient, and willing to learn.]

KEY SKILLS

- [Skill that matches the job]
- [Skill that matches the job]
- [Computer, equipment, or technical skill]
- [Customer service or communication skill]
- [Work habit: dependable, organized, accurate]
- [Language, license, or certification]

WORK EXPERIENCE

[JOB TITLE 1] | [Employer Name], [City, State] | [Month Year-Month Year or Present]

- [Begin with an action verb. Explain what you did and who you helped.]
- [Add a result when possible: number served, time saved, sales increased, errors reduced, or praise received.]
- [Include a responsibility or skill that matches the job you are applying for.]

[JOB TITLE 2] | [Employer Name], [City, State] | [Month Year-Month Year or Present]

- [Begin with an action verb. Explain what you did and who you helped.]
- [Add a result when possible: number served, time saved, sales increased, errors reduced, or praise received.]
- [Include a responsibility or skill that matches the job you are applying for.]

EDUCATION AND TRAINING

[School, College, Training Provider, or Program] [City, State]

[Diploma, High School Equivalency, Certificate, Course, or Degree] [Year completed or "In Progress"]

CERTIFICATIONS OR LICENSES - OPTIONAL

[Certification or license name] [Issuing organization] | [Expiration date, if applicable]

VOLUNTEER SERVICE - OPTIONAL

[Role] [Organization], [City, State] | [Dates]

- [Describe useful skills, responsibilities, service, or accomplishments.]

COPY-AND-USE AI PROMPTS

Replace bracketed words before using each prompt.

Prompt 1: Find My Transferable Skills

I am creating a truthful resume for a [job title]. My past work, volunteer, family, school, or life responsibilities include: [list responsibilities]. Identify transferable skills I may have used. Use simple language. Do not invent experience.

Prompt 2: Write a Professional Summary

Write a 3-sentence professional resume summary for a [job title]. Use only these facts: [years or type of experience], [3-5 skills], and [one strength or accomplishment]. Keep it truthful, specific, and easy to read. Do not use "I," "me," or "my."

Prompt 3: Improve a Work Bullet

Rewrite this resume statement as one strong bullet that begins with an action verb: "[paste your true statement]." Keep all facts accurate. Add no numbers or results unless I provided them. Make it clear for a [job title] position.

Prompt 4: Tailor My Resume to a Job Posting

Compare my resume text and the job posting below. List the important skills and keywords that appear in the posting and are also honestly supported by my experience. Then suggest exact places to add those truthful words to my resume. Do not invent qualifications. Resume: [paste resume]. Job posting: [paste job posting].

Prompt 5: Check for ATS Problems

Review this resume for applicant tracking system readability. Check headings, dates, spelling, job titles, keywords, and unclear wording. Tell me what to improve. Do not change facts or invent experience. Resume: [paste resume text].

Prompt 6: Final Proofreading

Proofread this resume for spelling, grammar, punctuation, repeated words, and inconsistent dates. Return a corrected version and a short list of changes. Keep every fact and meaning the same. Resume: [paste resume text].

Useful Action Verbs

Assisted • Answered • Built • Cleaned • Completed • Created • Delivered • Helped • Improved • Learned • Managed • Organized • Prepared • Processed • Restocked • Served • Trained • Updated

Before submitting: Read every line. Make sure all information is true, dates are correct, and the resume sounds like you. Ask another person to review it.