Creating a resume using ChatGPT

If you do not have an existing resume.

1. **Gather Information**: Compile details about your work experience, education, skills, certifications, and any other relevant information you want to include in your resume.
2. **Access ChatGPT**: Open ChatGPT through OpenAI's platform or another interface where it's available.
3. **Provide Details to ChatGPT**: Explain to ChatGPT that you need to create a resume. Provide it with all the information you gathered, such as your job history, skills, and educational background.
4. **Request Specific Sections**: Ask ChatGPT to help draft specific sections of your resume, such as the professional summary, work experience, education, and skills sections. For example, say, "Help me write a professional summary for a marketing specialist with 10 years of experience."
5. **Review and Edit**: Once ChatGPT generates the resume content, review it carefully. Edit the content to personalize it further, ensuring it aligns with your career goals and is tailored to the job you're applying for.
6. **Format Your Resume**: Arrange the information in a clear, professional layout. Make sure your contact information is at the top, followed by sections in a logical order, such as the summary, experience, education, and skills.
7. **Proofread**: Check for any grammatical errors or typos, and verify all information is accurate and presented clearly.
8. **Save and Export**: Save your finalized resume in a preferred format, typically PDF, to ensure formatting remains consistent when opened by potential employers.

If you have an existing resume

1. Copy and paste your resume into chat gpt and create a prompt telling chat gpt what you want it to do (see prompt resource for examples)
2. Request revisions based on your needs and preferences
3. Revise. Do not copy and paste from chat gpt.