

AI TOOLS

How to Use ChatGPT to Write a Resume That Gets Interviews

By Mahesh Ramanujam, FCA · March 22, 2026 · promptedgrad.com/chatgpt-resume-writing-guide-2026/

Key Points

1

Start with your own draft first. Then use ChatGPT to improve it — not to write it from scratch.

2

ATS warning: most large company CVs are filtered by Applicant Tracking Systems before a human sees them. AI can help you match keywords.

3

Best prompt: "Here is my CV and here is the job description. Rewrite my experience bullets to better match this role without fabricating anything."

4

Quantify everything: AI is good at helping you find numbers. "Managed a team" → "Managed a team of 4 during peak season, reducing response time by 30%."

5

Do not use AI for: the professional summary (write it yourself), skills you do not actually have, or inflated achievement claims.

6

Final check: paste your AI-improved CV back into ChatGPT and ask "Does this sound like a real person or like AI wrote it?" Fix anything it flags.

Key Takeaway

A great CV is specific, honest, and sounds like a human being who did real things. AI can help you get there — it cannot get there for you.

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