

## Transforming Your CV to a Resume: GenAI Prompts for PhD Students

As PhD students, you bring years of advanced research, writing, and problem-solving experience to your job search. Yet transforming an academic CV into a tailored resume for industry roles can feel unfamiliar and overwhelming. Generative AI tools can help you bridge this gap, not by replacing your story but by guiding you in how to present it in clear, concise, and relevant ways.

The following eight prompts in this toolkit are designed to support you step by step: analyzing job descriptions, creating and polishing bullet points, translating research into industry language, and testing your resume against both application tracking systems (ATS) and recruiter expectations. Use these prompts as a **starting point to brainstorm, refine, and highlight your skills while always reviewing and personalizing the results to keep your authentic voice at the center.**

### Prompt 1. Identify Core Information from Job Descriptions

“Here is the job description of [Job Title] at [Company]: [paste or attach a job description].

- Identify the top 8–10 keywords (skills, tools, and responsibilities) that are repeated or emphasized.
- Summarize the main responsibilities and outcomes the employer is looking for in this role.
- Point out the soft skills or work styles implied (e.g., collaboration, leadership, communication).
- Suggest where in my resume (Education, Experience, Skills) I could naturally highlight these elements if I have them.

Act as a recruiter at [Company]. Which 2–3 elements would you focus on first, and why?”

### Prompt 2. Brainstorm Tailored Resume Section Names

“Here are the section names in my draft resume: [list your current section headers].

Here is the job description of [Job Title] at [Company]: [paste job description].

- Suggest 3–4 alternative section names that align better with this role.
- Explain how these names signal tailoring to recruiters.

Act as a recruiter at [Company]. In a 5-second scan, which section names make me look like a strong fit right away?”

### Prompt 3. Create Strong Resume Bullets from Draft Text or CV Content

“I drafted this description of my experience: [insert a sentence, paragraph, or draft bullet].

Here is the job description of [Job Title] at [Company]: [paste or attach a job description].

- Turn this into resume bullet points using the structure:
  - What I did (my specific task or contribution)
  - How I did it (methods, tools, or collaboration)

- Result or Purpose (impact, outcome, or why it mattered)
- Quantify if possible (numbers, scale, efficiency, people, data, funding)
- Provide 2 improved versions of my bullet(s) that align with the job description.
- Explain briefly what makes each version stronger.

Act as a recruiter at [Company]. Which version would stand out most in a quick scan, and why?"

#### **Prompt 4. Polish Draft Bullets into Concise, Action-Oriented Statements**

"Here are 2–3 draft bullets from my resume: [paste bullets].

Here is the job description of [Job Title] at [Company]: [paste or attach a job description].

- Suggest improvements to make these bullets more concise, start with strong action verbs, and emphasize results.
- Briefly explain what makes your suggested version stronger for this role.

Act as a recruiter who screens 200+ resumes a day. Would these bullets grab your attention in 10 seconds? Why or why not?"

#### **Prompt 5. Translate Academic Work (Research Papers/ Presentation) to Resume Bullets**

"I presented this research work: [paste title, abstract, or key points of paper/presentation].

Here is what I personally contributed: [briefly describe your role, methods, or tasks].

Here is the job description of [Job Title] at [Company]: [paste or attach a job description].

- Draft 2–3 possible resume bullets that highlight my specific contributions, skills, and impact, while connecting them to this role.
- Explain why these bullets work well for the job description.

Act as a hiring manager at [Company]. Which bullet best shows that I can add value in this role?"

#### **Prompt 6. Reframe Specialized Research → Transferable Skills for a New Field**

"My background is in [type your field of study and specialized research or technical area].

Here is a draft bullet: [insert bullet].

Here is what I personally contributed: [briefly describe your specific role, tasks, or methods].

Here is the job description of [Job Title] at [Company]: [paste or attach a job description].

- Reframe my contribution to highlight transferable skills (e.g., programming, data analysis, modeling, problem-solving) that match the job.
- Suggest 2–3 resume bullets written in industry language that show how my research experience connects to this new field.
- Explain briefly which transferable skills you emphasized and why they are relevant.

Act as a recruiter at [Company]. Do these bullets convince you that my specialized background translates to this new role?"

### **Prompt 7. Learn and Integrate New Industry Language**

“Here is my current resume: [paste resume text or attach a resume].

Here is the job description of [Job Title] at [Company]: [paste or attach a job description].

- Identify important industry terms, tools, and concepts in this job description that I should be familiar with.
- Explain what each term means in plain language so I can understand it.
- Suggest where in my current resume I could naturally highlight these terms if I have the related experience.
- If I don’t already show them in my resume, suggest how I could reframe my existing experiences to demonstrate familiarity with these terms.

Act as a hiring manager at [Company]. Which of these terms would you look for first, and where would you expect to see them in my resume?”

### **Prompt 8. Evaluate My Resume Like an ATS (and a Recruiter)**

“Here is my resume: [paste resume text or attach a resume].

Here is the job description of [Job Title] at [Company]: [paste or attach a job description].

- Evaluate my resume as if you were an Applicant Tracking System (ATS):
  - Does my resume include enough of the keywords and required skills from the job description?
  - Which important keywords are missing?
- Then evaluate my resume as a recruiter or hiring manager at [Company]:
  - Do my section headers, bullet points, and achievements clearly show I’m a fit for this role?
  - What 2–3 improvements would make my resume stronger and easier to scan quickly?”