AI tips for writing CVs or Resumes

This guide will help you to use Artificial Intelligence (AI) to help write your CV or Resume.

A CV is a detailed list of your skills, work and volunteer experience, and education. A CV can be more than 2 pages long.

A resume is a short summary of your skills, work and volunteer experience, and education. A resume is only 1-2 pages long.

You can use either a CV or resume when applying for a job. Check to see if the job advertised has specified if they prefer a CV or a resume.

What is AI?

AI is a smart computer that can help you write things like CVs and resumes.

Step 1: Complete your CV template

Fill in a CV using the template found in the Disability Inclusive CV Template.

Step 2: Pick an AI tool

Open your internet browser.

Search for your favourite AI tool.

If you have never used an AI tool before, type into your search engine: "AI tools that can help me write my CV".

Open your selected AI tool.

Step 3: Ask the AI Tool for help

Copy your completed template from the Disability Inclusive CV Template into the AI tool.

If your AI tool has set CV sections

Some AI tools will have set CV sections for you to fill in. You can copy and paste the relevant information from the template when the AI prompts you. After you've completed all the set sections, the AI tool will create your CV for you.

If your AI tool does not have set CV sections

Other AI tools will have a text box. Type in the textbox: "can you help me write my CV". Then copy and paste your whole template into the text box. The AI tool will create your CV for you.

Step 4: Check your CV

Check what the AI has written and make sure you are happy with it.

- Check to see if the information is correct.
- You can ask the AI to make changes.
- You can change the wording so it reflects your own voice and how you would explain your knowledge and experience.

Step 6: Saving your CV

Download your CV or copy and paste what the AI tool has created into a new Microsoft Word document. You can then save as a PDF if you prefer.

Easy read AI tips for writing a Cover letter

A cover letter is a professional letter that summarises your experience and why you are interested in the job you are applying for. Cover letters are 1 or 2 pages long.

Step 1: Choose an AI tool

Open your internet browser.

Search for your favourite AI tool.

If you have never used an AI tool before, type in to your search engine: "AI tools that can help me write my cover letter".

Open your selected AI tool.

Step 2: Ask the AI tool for help

Type in the AI's textbox: "write me a cover letter using this job ad and my CV".

Copy the link to the job ad into the AI tool.

Copy and paste or upload your CV into the AI tool.

The AI will create a cover letter for you.

Step 3: Check your CV

Check what the AI has written and make sure you are happy with it.

- Check to see if the information is correct.
- You can ask the AI to make changes.
- AI gives you a starting point. You can make changes, so the letter is written in your style.

Step 4: Saving your Cover Letter

Copy and paste the Cover Letter the AI tool has created into a Word document or download the file from the AI tool.

You can save your cover letter as a PDF if you prefer.

Repeat steps 1 – 6 for each job you apply for. This will ensure your cover letter is tailored for each job.