

# Resume + Job Search Master Class Packet

*Real tools. Real strategy. Real hiring.*

## 1. Why Your Resume Matters

Your resume gets you interviews, not jobs. Employers spend 6 to 10 seconds scanning before deciding whether to keep reading. Your resume has to work for two audiences at the same time: the AI software (ATS) that filters applications, and the human who decides whether to call you.

## 2. Resume Structure

Every strong resume includes these five sections, in this order:

- Contact Info — name, phone, email, LinkedIn or location
- Professional Summary — 2 to 3 sentences on who you are and what you bring
- Skills — hard skills, software, languages
- Experience — jobs, internships, volunteer work, with quantified results
- Education — schools, certifications, training programs

## 3. Skill Discovery Exercise

Before AI can help you, you have to know what you bring. Write down:

- 3 things you are good at
- 3 things people compliment you on
- 3 things you genuinely enjoy
- 3 things you never want to do again

## 4. Find Your Hidden Strengths

Most students undersell themselves because they only count paid work. Ask yourself:

- What problems do people come to me for?
- What would my friends hire me for if they could?
- What have I survived or figured out that built real skills?

## 5. The Rules for Using AI

### Use AI for:

- Brainstorming ideas, job titles, skill matches
- Writing the first draft of your resume
- Tailoring your resume to a specific job posting
- Drafting cover letters
- Practicing interview questions

### Never:

- Copy AI output word for word and submit it
- Let AI invent experience you don't have
- Skip the step of making it sound like you

**Rule of thumb: AI does the heavy lifting. You do the humanizing.**

## 6. The Cover Letter Formula

Three short paragraphs. That's it.

Why Them	Why Me	Let's Talk
Something real and specific about the company.	One story or skill that connects you to what they need.	One sentence asking for a conversation.

## 7. The Truth About Job Searching

Applying online alone is the slowest, lowest-conversion way to get hired. What actually works:

- Walk in when you can. Hand someone your resume in person.
- Find the hiring manager on LinkedIn and DM them directly.
- Ask people you know for warm introductions.
- Follow up after 5 to 7 days. Then follow up again.
- Use AI to make every application precise instead of generic.

## 8. AI Prompts to Use Right Now

Use ChatGPT (free version works) to:

- Identify your strongest skills based on what you've done
- Rewrite your resume bullets to show impact, not duties
- Compare your resume to a job description
- Practice mock interviews with hard follow-up questions
- Write follow-up messages after applications or interviews

**Every prompt you need is at [careerkit.academy](https://careerkit.academy). Copy. Paste. Use.**