

Prompt: Resume and Cover Letter Review and Analysis

Copy and paste the text below into your AI tool, including the job post, resume, and cover letter information as noted. Do not include your name, email address, phone number, or any other personal information.

Carefully read the full job advertisement supplied between the tags <JOB_AD>
</JOB_AD>

Review my current résumé and cover letter supplied between the tags
<RESUME> </RESUME>

and

<COVER_LETTER> </COVER_LETTER>.

Important: Use only the information provided. Do not invent achievements, credentials, or personal details.

Produce a concise, well-structured critique with the exact section headings below:

A. Alignment & Relevance

- List the top 8–10 keywords/skills from the job ad.

B. Organization & Clarity

- Comment on layout, section order, and readability for both documents.
- Flag any sections that should be moved, consolidated, or removed.

C. Impact & Persuasiveness

- Identify achievements lacking quantifiable results or strong action verbs.
- Highlight sentences that merely restate the job posting without added value.

D. Professionalism & Tone

- Note spelling/grammar issues, tense/voice inconsistencies, and tone mismatches.

E. Actionable Recommendations: Provide specific, numbered suggestions under each sub-heading:

- Revise Language – ≤ 20-word rewrites that better target the role

- Re-format / Re-order – Indicate where and how to change layout or sequence.
- Quantify Achievements – Convert one vague bullet into a STAR-style metric example.
- Integrate Keywords – Show where missing keywords from Section A fit naturally.
- Consistent Tone – Edits to maintain a confident, professional voice.

Optional Resources: If relevant, list up to three reputable resources (title + URL only) that could further strengthen my documents.

Output Format

- Use clear headings, short paragraphs, and bullet lists.
- Limit the critique to ~600 words.
- Do not repeat the full job ad, résumé, or cover letter text.