

How to Write a CV with ChatGPT (Step-by-Step)

A practical workflow for turning your real experience into a clear, tailored CV. Use ChatGPT to organise and refine your information, not to invent it.

01 Prepare your evidence

Start with a fact bank before asking ChatGPT to write. Collect your current and previous roles, employers, locations, dates, responsibilities, projects, training, qualifications, tools, and relevant volunteering. Mark anything you are unsure about so you can check it later.

For each role, note:

- What you were responsible for, who you worked with, and the tools or processes you used.
- Specific tasks or projects you completed, including your own contribution rather than only the team's result.
- Evidence of impact: figures, deadlines met, quality improvements, positive feedback, or problems you helped resolve.
- Skills and examples that show them. Add the context and result, not just a list of adjectives.

Keep personal information safe

Before sharing material with an AI service, remove details that are not needed for the task. Leave out your home address, phone number, personal email, date of birth, passport or National Insurance numbers, account details, and confidential information about an employer or client. Use placeholders such as [PHONE] or [EMPLOYER] while drafting, then add the correct details yourself.

Copy-ready prompt

I am preparing a CV for [type of role]. Help me organise these notes into a fact-checkable evidence bank. Do not invent details, dates, metrics, qualifications, or outcomes. Keep uncertain points in a separate list of questions for me. My notes: [paste anonymised notes].

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02 Match the role

A tailored CV makes the most relevant, truthful evidence easy to find. Start by understanding the vacancy, then choose examples from your fact bank that genuinely support its requirements.

Turn the advert into a useful brief

Read the job description yourself first. Ask ChatGPT to group its requirements into essential skills, desirable skills, responsibilities, and evidence of success. Ask it to distinguish explicit requirements from reasonable interpretations, and to quote or reference the wording it used. Do not treat a keyword list as proof that you meet a requirement.

A simple matching workflow

- Paste the advert with company names and personal data removed. Ask for a short list of the role's main needs, grouped by theme.
- Compare each need with your evidence bank. Mark it supported, partly supported, or not yet supported. Keep a note of the specific example for every supported match.
- Prioritise the strongest relevant examples in your profile and recent experience. Keep unrelated details brief, but do not hide gaps by implying experience you do not have.
- Use the employer's terminology where it accurately describes your work. Do not copy phrases in a way that changes the meaning of your experience.

Copy-ready prompt

Analyse this anonymised job description. Group the requirements into essential, desirable, responsibilities, and evidence of success. For each point, quote the relevant phrase from the advert. Then compare it only with the evidence I provide and label each match supported, partly supported, or unsupported. Do not infer that I have a skill or qualification. Job description: [paste]. My verified evidence: [paste].

Check the match before drafting

For every proposed keyword or claim, ask: Where is my evidence? Is this the same skill the advert means? Can I explain the example in an interview? If the answer is unclear, revise the claim, leave it out, or make a note to gather better evidence. A CV should reflect a real fit, not imitate one.

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03 Draft clear, credible content

Use ChatGPT as an editor and thought partner. You supply the facts, choose the examples, and approve every claim. Ask for options, then check each sentence against your evidence bank before putting it in the CV.

Build achievement bullets from evidence

A useful bullet usually says what you did, the context or method, and the result. Begin with a precise action verb. Add a number only when you can verify it, and explain what the number measures. If you cannot quantify the result, describe a concrete outcome such as a completed project, clearer process, resolved issue, or positive stakeholder feedback.

Evidence first, then polish

Raw note: answered customer questions and updated the shared guidance page. Stronger, if accurate: Updated the shared guidance page after recurring customer questions, giving the team a consistent reference for common enquiries. The revised version describes the work without adding a made-up percentage or claiming an unverified reduction in queries.

Copy-ready prompt for a bullet

Turn these notes into three concise CV bullet options. Keep every statement within the facts supplied. Do not invent metrics, scale, seniority, tools, or results. Use a clear action verb and include context and outcome only when supported. After the options, list any claims that need my verification. Notes: [paste one real example].

Write a focused profile

Keep the opening profile short and specific to the role. Include your professional focus, two or three relevant strengths, and the kind of contribution you can evidence. Avoid unsupported labels such as expert or results-driven, generic claims, and first-person life stories. Ask ChatGPT for a concise draft using only verified details, then edit it into your own voice.

Organise the rest

Use familiar section headings so a reader can scan quickly: profile, key skills, work experience, education, and relevant training. Put roles in reverse chronological order, with the most recent first. Give recent, relevant roles more detail. Include a skills section only when each skill is supported by examples elsewhere in the CV.

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04 Format, check, and protect

A good final CV is easy to scan, consistent, and accurate. ChatGPT can help review a draft, but it cannot verify your employment history or guarantee how an employer will assess it.

Make the layout easy to use

- Use a clean, consistent font, readable type size, clear headings, and enough white space. Keep dates, role titles, punctuation, and bullet styles consistent.
- Prefer a straightforward layout with selectable text. Avoid complex columns, decorative graphics, and important details placed only in headers or footers if they make the document harder to read or parse.
- Keep the length appropriate to your experience and the vacancy. Remove repetition, not useful evidence. Follow the employer's instructions about file type and submission.
- Save a clean, clearly named copy for this application. If the advert requests a PDF, check the exported PDF for page breaks, links, spacing, and legibility.

Proofread in two passes

First, ask ChatGPT to flag spelling, grammar, awkward phrasing, repetition, and inconsistent verb tense without rewriting facts. Ask it to show suggested changes separately so you can accept or reject them. Then proofread the document yourself, checking names, dates, contact details, links, qualifications, job titles, and every number against your records. Read it aloud or ask a trusted person to review it.

Final truth and privacy check

- Can you explain and evidence every claim in an interview? Remove or correct anything you cannot support.
- Have you added back only the personal contact details needed for the application, and removed confidential information about other people or organisations?
- Have you checked the employer's application instructions and saved the correct final version? Keep a separate copy of your evidence notes.

Copy-ready proofreading prompt

Review this anonymised CV for spelling, grammar, clarity, repetition, and consistency. Do not add, remove, or change facts. Return a list of suggested edits with the original wording and proposed wording, then separately flag any claim, date, or number I should verify. Do not assess my suitability as a guaranteed outcome. CV draft: [paste].

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