

The Resume Translation Prompt Pack

5 copy-paste prompts that turn ChatGPT or Claude into your resume translator, not your ghostwriter

Navigate what's next.

Before you start: read this first

Built for professionals with 15 or more years of experience modernizing old resume language for today's hiring, without losing what makes your experience real. These prompts are designed to translate experience you genuinely have into language modern hiring systems recognize. They are not for inventing experience, padding numbers, or manufacturing a career you didn't live. Every prompt below is written to keep the AI honest, and you should too. If the AI hands you something that isn't true, cut it.

A few quick tips so these actually work

- Use ChatGPT or Claude. The free versions are fine. Paste one prompt at a time.
- Replace the [bracketed parts] with your real information before sending.
- Expect a couple of rounds. The first output is a starting point. Push back, ask again; that back-and-forth is normal, and it's where the good version emerges.
- You're the editor. The AI drafts; you decide what's true and what stays. Best practice: always rewrite its first draft slightly in your own voice, which is what kills the "AI generated" feel.
- Tip: Watch the verb tense. AI often writes current roles in past tense and vice versa. Adding "fix the tenses so my current role is present tense and past roles are past tense" can save a round. (Prompt 5 does this for you.)

Educational guidance, not career advice. AI tools can make mistakes and can't replace your own judgment; always check. RewiredPathways may earn a commission from some tools we recommend, at no extra cost to you.

1. Decode the Job Posting

Use this first. It tells you what language the posting is actually searching for, so you know exactly what to translate toward.

I'm going to paste a job description. Act as an expert in applicant tracking systems and modern hiring. Read it and give me:

1. The 10-15 most important keywords and phrases (skills, tools, methods) the posting emphasizes.
2. The 5 outcomes or results this employer seems to care about most.
3. Any modern terminology I should mirror IF it's genuinely true of my experience.

List them plainly so I can check which ones actually apply to me. Do not write my resume for me.

Here is the job description: [PASTE JOB DESCRIPTION]

2. Translate a Bullet into Modern Impact Language

The core prompt. Run it on your weakest, most dated bullets, one at a time.

Act as a resume modernization expert. I'll give you a bullet point from my resume that's either too vague or uses vague language. Rewrite it in 2-3 modern, ATS-friendly variations using the structure: specific action + measurable result + modern business context.

Rules: Only use information I provide. Do not invent metrics, tools, or achievements. If a number would strengthen it but I haven't given one, insert [ADD METRIC] as a placeholder rather than making one up. Keep the language credible and plain, nothing I couldn't defend in a real conversation.

Here is my bullet: [PASTE YOUR BULLET]

Here is the kind of role I'm targeting: [PASTE TARGET ROLE OR TITLE]

Example in: "Managed customer service team and handled escalations."

Example out: "Led and coached a customer support team, resolving escalated client issues with measurable retention through streamlined service workflows."

3. Reframe a Long Tenure as Growth

For the "I've been in this role 15 years" problem. Signals progression instead of stagnation.

Act as a resume strategist who helps experienced professionals. I've held one role for a long time and I'm worried it reads as "stuck." Help me restructure it to show progression and evolving responsibility.

Based only on what I tell you, break my time in this role into 2-3 phases (for example: foundational, middle/optimization, recent/modernization), each with a short title and bullet description. Don't invent accomplishments; if you need more detail to make a phase credible, ask me a question instead of filling it in.

Role and company: [TITLE, COMPANY, YEARS]

Key things I did over time: [LIST A FEW, ROUGHLY IN ORDER]

4. Write a Modern Professional Summary

Replaces the dated "objective." Keyword-aware, but human-readable.

Act as a resume expert. Write me a 2-3 line professional summary (about 30-50 words) to lead my resume. It should read naturally to a human but include real keywords relevant to the kind of role I'm targeting.

Rules: Use only the experience and skills I list below, nothing invented. Lead with years of experience and area, then 2-3 genuine strengths, then the value I bring. No buzzwords or meaningless phrases ("results-driven team player"). Plain, confident, specific.

My background: [YEARS, FIELD, A FEW REAL STRENGTHS]

Target role: [PASTE TARGET ROLE]

Relevant keywords from the posting: [PASTE FROM PROMPT 1]

5. The Honesty and Tense Check

Run this last, on your finished draft. It's the guardrail.

Act as a careful editor. Below is my modernized resume draft. Do three things:

1. Flag any claim, metric, or skill that sounds exaggerated or that I might struggle to defend in an interview, and tell me why.
2. Fix all verb tenses so my current role is in present tense and past roles are in past tense.
3. Point out any remaining vague or dated phrasing and suggest a plainer, sharper alternative.

Do not add new accomplishments. Only refine what's here.

Here is my draft: [PASTE YOUR RESUME DRAFT]

Why it works: the three-check structure keeps the AI honest on facts, corrects the most common tense error, and tightens the language, exactly the three things a recruiter notices in the first scan.

RECOMMENDED TOOL

Grammarly

Once Prompt 5 has flagged the substantive issues and you've made your edits, Grammarly adds the mechanical final pass: catching the small grammar, punctuation, and tone slips that a content-focused review won't focus on. Run them together for a complete polish before you hit send.

[Try Grammarly](#)

Where to Go Next

These five prompts are the fast path. New to all this? Start with the [30-Minute Resume Fix](#) for quick wins, then come back here. For the full method behind the prompts, including the Translation Protocol, detailed before/after examples, and the honest take on what ATS tools can and can't do, read the [Resume Modernization Guide](#), free at RewiredPathways.com. To work the keyword angle further, the free [Keyword Mapping Worksheet](#) pairs perfectly with Prompt 1.

Your experience is valuable. These just help you say it in the language the market listens to now.

Know someone updating their resume after years away from the search? Forward this to them, no signup required.

Compiled by the RewiredPathways Editorial Desk

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