THE WORK READY VAULT

ATS CV/Resume Checklist + AI Prompt Pack

A practical, honest toolkit to help you tailor clearer job applications without inventing experience you do not have.

GET HIRED. GET SKILLED.
WORK SMARTER. EARN BETTER.

Use this pack as a thinking aid, not a shortcut around honesty. Keep only claims you can explain and support in an interview.

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1. The 12-point ATS CV/resume check

Review these points before every application. A strong CV or resume is both machine-readable and easy for a person to scan.

Worldwide note: employers use different terminology and conventions. In the United States and Canada, resume is common for most jobs, while CV is often used for academic or research careers. Always follow the employer's instructions and local hiring practice.

[ ] 1	Job-title alignment Use a truthful headline that reflects the target role and your actual level.
[ ] 2	Relevant keywords Mirror important skills from the advert where they genuinely match your background.
[ ] 3	Simple structure Use standard headings such as Summary, Experience, Education and Skills.
[ ] 4	Readable formatting Avoid text boxes, complex columns, decorative charts and important information in images.
[ ] 5	Contact details Check your phone, professional email, location and appropriate profile links.
[ ] 6	Focused summary State your role, experience, strengths and target contribution in three to five lines.
[ ] 7	Achievement bullets Show what you did, how you did it and the result when evidence is available.
[ ] 8	Consistent dates Use one date format and explain significant gaps honestly when necessary.
[ ] 9	Relevant skills Prioritise skills requested by the employer; remove weak or unrelated filler.
[ ] 10	Clear language Prefer direct verbs and specific evidence over buzzwords and vague claims.
[ ] 11	File quality Follow the employer's requested format and use a clear filename with your name.
[ ] 12	Integrity check Be ready to support every qualification, date, skill and achievement in an interview.

2. Ten practical AI prompts

Paste the job advert and your current CV/resume only when you are comfortable doing so. Remove sensitive personal information first. Always review and rewrite the output in your own voice.

1. Match analysis
Compare this job advert with my CV. List the strongest genuine matches, the missing requirements and the points I should not claim.

2. Keyword map
Extract the important role-specific skills and phrases from this advert. Show where each truthful keyword could fit naturally in my CV.

3. Summary draft
Using only the evidence in my CV, draft a concise professional summary tailored to this role. Do not invent qualifications, results or years of experience.

4. Achievement rewrite
Rewrite these responsibilities as clear accomplishment bullets. Ask me for evidence or results instead of creating numbers.

5. Relevance cut
Identify CV content that is weak or irrelevant for this role. Explain what to shorten, move or remove.

6. Skills ordering
Rank my existing skills by relevance to this job. Separate directly supported skills from skills that need stronger evidence.

7. Gap plan
Based on the advert and my CV, suggest a realistic three-step learning plan for the most important missing skill.

8. Interview evidence
Turn my strongest CV points into five STAR interview questions. Do not write answers until I provide the real examples.

9. Clarity check
Review this CV for vague language, repetition, grammar and confusing phrasing. Preserve the facts and flag anything that sounds exaggerated.

10. Final integrity review
Audit this tailored CV against my original CV. List every new or changed claim so I can verify that it is accurate and supportable.

3. Your final application check

A tailored CV should make the employer's decision easier, while remaining a truthful record of your background.

QUESTION	YOUR NOTES
What are the three strongest reasons I fit this role?	
Which requirement is not yet supported by my experience?	
What evidence can I discuss confidently in an interview?	
Have I removed sensitive information and checked every date?	
Can a recruiter understand my value within the first half page?	

One steady next step

Choose one improvement you can complete today: rewrite the summary, strengthen three bullets, remove an ATS-unfriendly element, or research one missing skill. A focused improvement is more useful than endless editing.

Work Ready Vault provides educational information only. It does not guarantee interviews, employment, promotion or income. Always check local hiring practices and the employer's application instructions.

4. Your five-step action path

Use the pack in this order so that each application stays focused, credible and manageable.

1	Check the document Work through the 12 ATS checks and mark what needs attention.
2	Tailor to one role Use the job advert to prioritise genuinely relevant experience, skills and language.
3	Verify every claim Compare the tailored version with your original record and correct anything unsupported.
4	Identify one gap Choose the most important missing skill and create a realistic learning plan.
5	Apply and reflect Follow the employer's instructions, save the tailored version and note what to improve next time.

Choose relevant learning

If a job advert highlights a skill you need to develop, compare learning options based on their syllabus, level, time commitment and full cost. No course guarantees employment, promotion or income.

Keep building your path

Visit Work Ready Vault for career tools and updates.
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