

Resume Writing Add-On: User Guide

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Important Disclaimer

Please Read Before Proceeding

This system helps you organize your career data, optimize your resume, and present yourself more effectively to potential employers. ***It does not guarantee*** you will get a job, an interview, or any specific outcome. Results depend on your qualifications, the job market, employer decisions, and many factors outside this system's control.

Honesty Requirement

This system is powerful. It has access to your extracted expertise, research-backed optimization strategies, and AI capabilities that can generate impressive content. This creates temptation.

Do not give in to it.

All information on your LinkedIn profile and resume must be accurate and truthful. Do not invent, exaggerate, or fabricate skills, achievements, or experience. Everything you include must be defensible in an interview.

Why this matters:

- 62% of employers have fired employees whose actual skills didn't match their AI-inflated resumes
- 88% of hiring managers believe they can detect AI-generated content and will probe your claims in interviews
- 68% of employers trust live behavioral interviews most, where they ask you to walk through your actual experience

If you're asked about any claim on your resume and cannot answer with specific details, you will be rejected. The risk is not worth it.

Before You Start

Prerequisites (Required)

1. Complete Your Foundation Clone First

This system pulls from your extracted expertise to build your resume. Without the Foundational AI Clone, the AI only has generic information to work with. You'll get the same output as everyone else using ChatGPT prompts.

With your Foundation Clone: AI knows YOUR skills, YOUR achievements, YOUR voice.
Without it: A generic AI resume that hiring managers detect in 20 seconds.

You can build out your AI intelligence clone for free here: <https://builddontscroll.com/skool>

2. Complete the LinkedIn Optimization Add-On First

Why LinkedIn before a resume?

- 71% higher callback rate with a comprehensive LinkedIn profile
- Recruiters cross-reference your resume with your profile
- Inconsistency between the two is an immediate red flag
- Your LinkedIn should be polished and ready before you start applying

What You'll Need

For Your First Application:

- Your current resume (any format)
- Your completed LinkedIn profile (copy full text including About section)

TIP: You should also take a screenshot of your profile and share it with the AI for review.

- The complete job advertisement (full text, not just the link)
- Your Foundation Clone loaded in the project
- 30-45 minutes for first application (creates your reusable profile)

For Subsequent Applications:

- Your Resume Application Profile (created after first application)
- The new job advertisement

- 20-30 minutes per application
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Why This System Is Different

The Problem with Generic AI Resume Prompts

The internet is full of "use these 7 prompts to fix your resume" advice. Here's what the research shows:

Finding	Data
Hiring managers who dislike AI-generated resumes	80%
Hiring managers who can spot AI resumes in under 20 seconds	33.5%
Employers who reject AI resumes due to a lack of personalization	62%
Employers who fired employees whose skills didn't match AI-inflated resumes	62%

Generic AI prompts treat resume writing as a formatting exercise. They polish words without knowing what makes YOU valuable.

The Intelligence Merge Approach

This system treats resume writing as an intelligence extraction exercise.

The AI knows your actual expertise from your Foundation Clone. It matches YOUR real skills to THEIR job requirements. You review and humanize every section before moving forward.

Result: A resume that passes ATS screening, survives the 6-second human scan, and contains claims you can actually defend in an interview.

The Process: Step by Step

Phase 1: Setup (First Application Only)

Step 1: Paste Your Current Resume

Copy and paste your existing resume into the chat.

The AI will analyze (NOT copy or use as a template):

- Your current format and structure

- What's missing (metrics, keywords, achievements)
- Your current written voice
- Gap analysis before rebuilding

Important: Your old resume is diagnostic information only. The AI is instructed never to use it as a template and not to let it bias the output.

Step 2: Paste Your LinkedIn Profile

Copy and paste your complete LinkedIn profile, including:

- Headline
- About section (full text)
- Experience section highlights
- Skills list

The AI uses this to:

- Ensure resume and LinkedIn consistency (mismatch = rejection)
 - Understand your career narrative
 - See how you currently position yourself publicly
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Phase 2: Job-Specific Application

Step 3: Paste the Full Job Advertisement

Copy and paste the entire job posting. Not the link. The full text.

The AI will analyze:

- Exact job title to mirror
- Required keywords to include
- Skills they prioritize
- Company language and terminology

Why this matters: 10.6x more interview invitations when your job title matches exactly. 88% of qualified candidates were rejected for a keyword mismatch.

Step 4: Review the Job Analysis

The AI shows you:

- Key requirements extracted from the posting
- Keywords that must appear in your resume
- How your Clone expertise maps to their needs
- Any gaps between what they want and what you have

Gap Handling: If the AI identifies skills you don't have, you have two options:

1. If you have this skill but didn't mention it, add it now with honest context
2. If you don't have it, this is a development opportunity to pursue, not something to fabricate

You review this mapping before any writing begins.

Step 5: Professional Summary (Draft and Humanize)

The AI drafts a professional summary based on:

- The job requirements
- Your relevant expertise from your Clone
- Proper keyword integration

Your job: Read it. Does it sound like you? Add your voice. Remove anything that feels off.

Honesty check: Can you defend every statement in this summary during an interview? Only approve if yes.

Step 6: Experience Section (Bullet by Bullet)

The AI drafts achievement bullets for each relevant role using the XYZ Formula:

"Accomplished [X] as measured by [Y], by doing [Z]."

Your job: Review each bullet. Add context. Provide real numbers if the AI flagged missing metrics. Humanize the language.

Honesty check: For each bullet, ask yourself: "If an interviewer asks me to walk through this in detail, can I do it?" Only approve bullets where the answer is yes.

Why bullet by bullet: 40% higher interview chance with quantified metrics. But only YOU know the real numbers.

Step 7: Skills Section

The AI maps your skills to the job requirements, using exact terminology from the posting.

Your job: Confirm you actually have these skills. Remove anything you can't demonstrate or discuss in an interview.

Step 8: Quantification Review

The AI identifies any missing metrics in bullets and asks you to provide real numbers.

Examples:

- "How many people were on that team?"
- "What was the dollar value of that project?"
- "What percentage improvement did you see?"

Your job: Provide the actual data. If you don't know exact numbers, estimate conservatively. If you can't estimate, reframe the bullet without fake metrics.

Do not invent impressive numbers. These will be questioned.

Step 9: Final Compilation and Honesty Check

The AI assembles the complete resume with:

- Proper formatting for ATS parsing
- Optimal length (475-600 words, up to 2 pages)
- All sections integrated

Final honesty check: Is there anything on this resume you could NOT defend in a live interview? Remove it now. This is your last chance before submission.

Step 10: ATS and Format Check

The AI validates:

- Formatting will parse correctly (no tables, headers, graphics)
- Keywords are present and natural
- Length is in the optimal range
- File format recommendation (.docx or text-based PDF)

Phase 3: Profile Growth

Step 11: Review Recommended Additions

During the application process, the AI may have identified:

- New skills discovered from job ad matching
- Achievements you mentioned while humanizing bullets
- Industry keywords/terminology to add to your bank
- Skill gaps that represent development opportunities

The AI presents these recommendations for your approval.

Step 12: Generate Your Resume Application Profile

After your first application, the AI creates a Resume Application Profile summary document containing:

Locked Elements (Don't Change):

- LinkedIn Headline
- LinkedIn Tagline
- LinkedIn About Section
- Core Career Narrative

Growing Elements (Expand Over Time):

- Skills Inventory
- Achievement Bank (with real metrics)
- Keywords Bank (industry terminology)
- Voice Notes (how you write, your authentic tone)
- Development Opportunities (skill gaps to pursue)

Save this document. You'll paste it into new chats for future applications.

Using the System for Future Applications

New Chat Workflow

1. Paste your Resume Application Profile summary document

2. AI confirms it loaded and understands your baseline
3. Paste the new job advertisement
4. Process continues from Step 3 (job analysis) through Step 10 (ATS check)
5. AI flags any new additions to your profile
6. Generate an updated Resume Application Profile if additions were made

When to Update Your Resume Application Profile

- After you get a new job (new role, new achievements to add)
 - After significant LinkedIn updates
 - After adding new skills or certifications
 - After completing a development opportunity (skill gap filled)
 - Annually at a minimum
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What You'll Have When Done

- A resume tailored to the specific job posting
 - Keywords matched to pass ATS screening
 - Quantified achievements that stand out
 - Your authentic voice preserved
 - Claims you can defend in interviews
 - Proper formatting for both ATS and human readers
 - A growing Resume Application Profile for future applications
 - Visibility into skill gaps worth developing
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Important Reminders

One Resume Per Application

This system creates tailored resumes. Each job posting gets its own version. Do not use the same resume for multiple applications. *(I would save each copy of your resume with the*

name of the employer you submitted it to for reference, should you get the interview. This assumes, of course, that you are making subtle changes to your resume based on who you're submitting it to.)

Why: 115% higher interview rate with tailored resumes vs generic ones.

Speed Matters

Apply within 48 hours of the job posting. After 10 days, you get 8x fewer interviews. The recruiter may have already found enough candidates.

This Is a Collaboration

The AI proposes. You approve. Every section needs your eyes and your judgment before moving forward. This is not "push button, get resume."

Honesty Is Non-Negotiable

Every claim must be:

- Accurate (it actually happened)
- Defensible (you can explain it in detail)
- Provable (you have context, numbers, stories)

The consequence of dishonesty is not just rejection. It's termination after you're hired when they discover the truth.

Quick Reference: The Numbers That Matter

Factor	Impact
Job title matching exactly	10.6x more invitations
Tailored resume	115% higher interview rate
Quantified achievements	40% higher interview chance
Apply within 48 hours.	Highest visibility
Apply after 10 days	8x fewer interviews
Comprehensive LinkedIn	71% higher callbacks

Factor	Impact
Missing keywords	88% rejection rate
AI-inflated resumes caught post-hire	62% terminated

Ready to Start?

1. Confirm your Foundation Clone is loaded
2. Confirm your LinkedIn profile is optimized
3. Have your current resume ready to paste
4. Have your LinkedIn profile text ready to paste
5. Copy the full job advertisement
6. Type **START** in the chat to begin

By typing START, you confirm that you understand there is NO warranty OR guarantee of outcomes, and you agree to use this system honestly, providing only accurate information.