

****Please note that you do not need chatGPT until Stage 4: Combine Bullet Points + Metric Optimization**

Below is a structured set of prompts designed to identify missing metrics, translate UN experience into corporate-friendly language, and merge bullet points for impact and conciseness. These prompts are optimized for execution in a new chat with no prior memory or context, ensuring a repeatable and effective resume refinement process.

When you have a Stage 4 resume, upload a Word file into chatGPT with the prompt: **“wait for instructions”**

Stage 4 | Prompt 1: Identifying Missing Metrics

(Use this framework to pinpoint where impact data is missing and determine what needs to be added.)

Instructions:

For each bullet point, apply the **“Achieved X by doing Y using Z”** framework to identify **missing metrics** and refine impact. Ask yourself:

1. **Does it clearly demonstrate impact?**
 - What was the result of this task?
 - Did it increase efficiency, reduce costs, or improve outcomes?
 - What changed as a result of this work?
2. **Is it specific?**
 - How many people/stakeholders were impacted?
 - What dollar amounts or budgets were managed?
 - What percentage improvement was achieved?
3. **Does it differentiate the candidate?**
 - Could this be written about anyone in a similar role, or does it showcase leadership, strategy, or innovation?
4. **Does it emphasize leadership, strategy, or innovation?**
 - Did this task require decision-making, problem-solving, or stakeholder engagement?
5. **Does it use strong, active language?**
 - Does the bullet point start with a powerful verb (e.g., Spearheaded, Optimized, Transformed) instead of a weak phrase (e.g., Responsible for, Helped with)?
6. **What key details are missing? (Insert missing details in brackets)**
 - **Example:** "Managed procurement and inventory of office supplies via Umoja and iNeed."
 - **Revised with Missing Metrics:** "Managed procurement and inventory of **\$300K+** in office supplies via Umoja and iNeed, distributing **50+ devices** and optimizing budget by **reducing costs by 15%.**"

Execution Prompt:

*"Review the following bullet points and identify what **specific metrics** are missing, such as dollar amounts, percentages, number of people impacted, cost savings, or efficiency improvements. Insert the missing metric suggestions in brackets."*

Stage 4 | Prompt 2: Translating UN Experience into Corporate-Friendly Language

(Use this process to ensure the resume speaks the language of the private sector.)

Instructions:

1. **Replace UN-specific jargon** with terminology used in corporate environments.
 - **Example:** "Oversaw Umoja procurement process" → "Managed procurement operations through an enterprise resource planning (ERP) system."
 - **Example:** "Coordinated with international agencies on crisis response" → "Led cross-functional collaboration with global partners to streamline emergency response efforts."
2. **Highlight transferable skills.**
 - UN experience often involves project management, stakeholder engagement, strategic planning, and financial oversight. Translate tasks into broader business functions.
 - **Example:** "Assisted in budget planning for the section" → "Analyzed financial data to support strategic budget planning and resource allocation."
3. **Shift from execution to ownership.**
 - **Example:** "Supported procurement decisions" → "Developed procurement strategies that improved cost efficiency and streamlined vendor selection."
4. **Use results-driven action verbs.**

Avoid weak verbs like "Assisted," "Helped," "Responsible for."

 - Instead, use Led, Managed, Spearheaded, Optimized, Transformed, Executed, Developed, Implemented, Improved, Enhanced, Negotiated, Analyzed, Delivered.

Execution Prompt:

"Review the following bullet point and translate it into corporate-friendly language, replacing UN-specific terms with business-oriented terminology while ensuring the core work remains the same."

Stage 4 | Prompt 3: Merging Bullet Points for Conciseness & Impact

(Use this framework to combine related bullet points into one powerful statement.)

Instructions:

1. **Identify redundancy.**
 - If two or more bullet points describe similar tasks, merge them into one high-impact statement.
 - **Example:**
 - "Managed procurement and inventory tracking of office supplies."
 - "Analyzed monthly service bills to optimize cost planning."
 - **Merged:** "Led procurement and inventory management for \$300K+ in office supplies, optimizing a \$200K budget and reducing expenses by 15%."
2. ****Ensure it remains concise but results-driven (2 lines max).**
 - **Example:**
 - "Managed VHF radio communications, optimizing network reliability and supporting 100+ field personnel."
 - "Led the installation and configuration of 250 VHF radios, analyzing network performance to optimize mission-wide communication."
 - **Merged:** "Managed VHF communications for 100+ field personnel, deploying and optimizing 250 radios to enhance mission-wide connectivity."
3. **Preserve clarity while strengthening impact.**
 - Keep the key details but streamline the wording.
 - **Example:**
 - "Oversaw procurement, vendor selection, and logistics for a new office."
 - "Managed procurement and deployment of office technology, ensuring seamless operations."
 - **Merged:** "Led procurement and vendor selection, ensuring seamless technology deployment for new office operations."

Execution Prompt:

"Review the following set of bullet points and combine them into one or two concise, high-impact statements while ensuring clarity and corporate-friendly language."

Stage 5 | Step 1: Generating a Career Summary & Skills Section

Execution Prompt:

"Based on the refined resume content, develop a concise 3–4 line professional summary that aligns with my career trajectory, skills, and industry focus. Ensure it highlights my core competencies, strategic contributions, and value to an organization. Incorporate relevant industry terminology and ensure it is tailored for corporate roles in [industry of choice]."

"Additionally, create a skills & technical expertise section that effectively summarizes my capabilities in a corporate-friendly format (Skill | Skill | Skill | Skill | Skill | Skill | Skill | Skill | Skill | Skill). Draw directly from my resume and ensure it reflects both technical proficiencies and leadership strengths."

NOTE: Key Assumptions This Prompt Accounts For

- *The user has already translated their UN experience into corporate-friendly language through previous exercises.*
- *Their bullet points have been refined with quantifiable impact and concise wording.*
- *ChatGPT has observed their work history and achievements through this process, allowing it to generate a tailored career summary & skills section aligned with private-sector roles.*

This ensures that the final resume effectively presents expertise, leadership, and career value proposition in a way that resonates with hiring managers.