خليفة السعدي
KHALIFA ALSAADI

Prompts 3 to Build a Professional ATS-Compliant CV

,Ready-to-Use Arabic & English AI Prompts for Generating Rewriting, and Templating Applicant Tracking System Ready Resumes

PROMPT 01

Role-Specific Full CV Generation (Civil Engineer Example)

Create a professional English CV for [Full Name] targeting the role of [Target Job Title] (tailored for [Senior Level / Specialization]). Make the resume 100% compliant with Applicant Tracking Systems (ATS) by strictly following these instructions: • Use a clean, single-column layout without tables, columns, icons, photos, or complex colors, spanning approximately two pages. • Use standard ATS-friendly headings: Professional Summary, Core Skills, Professional Experience, Education, Certifications, Software & Technical Tools, and Projects. • Write in a realistic, professional tone, positioning the professional with 5 to 7 years of experience in core industry domains. • Build logical work experience entries showing Job Title, Company Name, City/Country, Employment Dates, and 4 to 6 achievement bullet points per role backed by realistic metrics (e.g., cost reductions or schedule improvements without exaggeration). Avoid generic buzzwords like "hard worker" unless supported by measurable results. • Include a technical skills section featuring key industry-specific terms and software tools. • Add educational and professional credentials relevant to the field. • Start with a strong 3–4 line Professional Summary rich in role-relevant keywords, and use safe placeholder contact details (Email: [placeholder@example.com] | Phone: [+1 000 000 0000] | Location: [City, State]) with zero sensitive personal data. • Conclude with an "ATS Keywords" section listing the core keywords used, and output only the .final formatted CV without extra commentary or AI disclaimers

PROMPT 02

Professional Rewriting & ATS Optimization of Your Existing CV

You are an expert CV writer, career strategist, and Applicant Tracking System (ATS) optimization specialist. Rewrite the attached resume below into a highly professional, executive-ready, and fully ATS-compliant CV, strictly adhering to the following guidelines: • Preserve 100% of factual information, real work history, dates, and credentials—do not fabricate, exaggerate, or invent any experiences, skills, or certifications not present in the original text. • Restructure and organize the resume using standard, ATS-readable section headings (Header, Professional Summary, Core Competencies, Professional Experience, Education, Certifications, Technical Skills) in a clean, single-column layout free from tables, multi-column grids, graphics, or complex icons. • Transform routine job descriptions into high-impact, results-driven achievement bullet points starting with strong action verbs, highlighting all existing metrics, percentages, and quantifiable outcomes from the background. • Craft a compelling 3–4 line Professional Summary that encapsulates years of experience, core domain expertise, and key value proposition while seamlessly integrating high-value industry keywords. • Categorize technical and core skills clearly, eliminate generic clichés, and conclude with a brief list of the primary ATS keywords integrated along with concise editorial notes summarizing the .structural improvements made

PROMPT 03

Privacy-Safe Editable ATS Resume Template Generation

You are a professional resume writer and Applicant Tracking System (ATS) specialist. Leverage your expertise to create a professional, editable, copy-ready English CV template for a fully fictional persona, featuring intentionally incomplete contact details and strict safeguards against using any real personal data: • Scope: An ATS-optimized English resume template ready for direct copying and editing, populated with clearly fictionalized career details, credentials, and placeholders unrelated to any real individual. • Formatting & Technical Specs: Single-column vertical layout, zero tables or images, readable standard fonts (Calibri or Arial, 11–12 pt), clear section headings, plain-text styling suitable for copy-paste and Word editing, spanning 1–2 pages. • Required Content & Structure: Header with a completely fictional name placeholder ([Placeholder Name]) and target job title ([Target Role]); concise Professional Summary; Work Experience written in action-oriented bullet points with editable metric placeholders (e.g., [X%]); Education; Keyword-rich Skills section; Certifications with fictional dates; and placeholder portfolio/profile links. • Contact & Privacy Protection: Use intentionally incomplete contact samples—such as an incomplete email ([placeholder@exampl]), partial LinkedIn URL ([linkedin.com/in/placeholder-abc]), and masked phone number ([+1-555-XXX-XXXX])—ensuring zero real personal data is included under any circumstances. • Deliverables: Provide the copy-ready English template text along with brief editorial instructions explaining how to replace .the fictional placeholders with real user data before applying