SCOUTS TALENT

USE AI TO WRITE A STANDOUT RESUME

For Accounting & Finance Consultants

> This guide shows how to use an AI assistant—ChatGPT, Claude, or Microsoft Copilot—to improve and quantify your existing resume. You'll learn how to make your experience more impactful, add measurable results, and polish your writing.

WHAT YOU'LL NEED

- Your most recent resume (in Word or text format)
- Your LinkedIn profile (optional)
- The job description or type of project you want
- Real metrics: budgets, time saved, $ value, % improvements, volumes (# of reconciliations, # of entities, etc.)

STEP-BY-STEP: HOW TO USE AI

1. Start a New Chat

Open the AI tool you prefer—ChatGPT, Claude, or Microsoft Copilot—and start a new chat so it focuses only on your info.

2. Paste This Starter Prompt

Copy, paste, and fill in the brackets:

"Act as an expert resume writer for accounting and finance professionals. Rewrite my resume so it is professional, concise, and results-focused, with strong action verbs and measurable results. Ask me for any missing numbers before you finish. Here is my resume: [paste your resume]."

3. Add a Job Description (Optional)

If you're applying for a specific role, paste it in and add this line:

Tailor my resume to this job description: [paste job description].

4. Review the Output

Check that the content fits your experience. If it sounds off, reply with prompts like:

- "Make this more concise."
- "Add more accounting language (month-end close, reconciliations, GAAP)."
- "Emphasize system skills like SAP and NetSuite."

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5. Format and Finalize

Paste the improved text into a clean, simple Word document and adjust spacing and headings. The AI's job is the writing; your job is making sure every line is accurate.

QUICK PROMPTS TO ADD METRICS

Use these after your first draft to make your resume stronger:

- "Add numbers or measurable impact to each bullet (%, $, hours saved, volume handled)."
- "Reword this bullet to show business impact instead of tasks."
- "List examples of metrics for accounting and finance roles."

RESUME CHECKLIST

- ✓ Each bullet starts with a strong action verb (Managed, Analyzed, Streamlined, Implemented)
- ✓ Every section has at least one measurable result (% improvement, $ saved, hours reduced, # of accounts)
- ✓ Language focuses on outcomes, not duties
- ✓ Format is simple and clean, with no graphics
- ✓ Resume is one to two pages max

> **TIP**
>
> If you're unsure how to describe an achievement, ask the AI:

"Turn this into a measurable bullet: [paste your sentence]."

That's it! This process turns your existing resume into a polished, professional version ready for client submittals or new project opportunities.