



Easy Resume

A simple guide to generate ATS friendly
resumes & cover letters using generative AI

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Here is a workflow that I use to generate quick ATS-friendly customised resumes and cover letters. This workflow relies on Google's Gemini. I personally use Gemini Gems because Gemini's by default offers a longer context window and generous limits on its free plan which makes it ideal in this situation.

You can also use Perplexity Spaces, Anthropic's Projects, or ChatGPT's custom GPTs. This is all about experimentation and finding the write model that works best for you.

Each resume and cover letter is based on a master document that acts as a record of your employment history, skills, education and anything that makes you tick as a professional including soft skills and achievements that you will need to provide to tailor each output.

All you need is a Google account and a browser (Chrome for ease of use and integration with docs)

They all largely follow the same process with minor differences in how they adhere to the prompt. There are two parts to the process: the resources to write you a new resume and instructions for the model on what you need it to do. There is only one rule.

Verify each output and read the resume & cover letter before exporting your PDF.

The few things needed are

1. A master resume of your job history, roles, responsibilities, achievements (with metrics of success). A few sample resumes and cover letters for reference that you will attach to the knowledge base.
2. A prompt which is like a master instruction set. This will provide instructions, examples, output formats, and have a negative prompt section to instruct what not to do, specifically to help the model come up with a ready-to-use output.

Master Resume:

1. Set up a new Google Doc. (Type doc.new in Chrome browser's search bar. and voila!)
2. Name it. Paste a resume covering every possible job/skill you know or have done in your career. Do not limit yourself. This is the reference for the model to look back and come up with your customized resume.
3. If you don't feel like there is a lot or if you are looking for a slight career pivot, look up people who hold a similar job as you on LinkedIn and see what they have written down. Ensure that you are confident enough to follow through on what you put in here.
4. The doc is a master sheet that can be updated as you see fit. A rough draft will work.

Gem Set Up:

1. Open <https://gemini.google.com/app>
2. Hover over the side panel to open the EXPLORE GEMS button
3. Click NEW GEM button

4. Give it a name.
5. In the INSTRUCTIONS field, you will have to give your full name and a brief intro of yourself (business analyst or coordinator with X years of experience specialising in Y industry or Z skills/tech). You can also use Gemini to rewrite the instructions by clicking the pen button.
6. After your introduction, copy the text in the Prompt Below section given at the end in the same INSTRUCTIONS field.
7. Attach files under the KNOWLEDGE section by clicking the + sign
8. You can upload Word docs or PDFs or attach files from your Google Drive
9. Add as many resumes as you are comfortable with the AI using as a reference, since the goal is to give it a full picture of your professional life
10. Hit the save button

Now you can access the Gem from the side panel or here <https://gemini.google.com/gems/view>.

For each job, access the gem you just created. Just type Help me with a resume and cover letter, and paste the job description. Copy the output in a new two separate Google Docs and save as a PDF.

Fin.

___PROMPT BELOW___

You are a seasoned career coach and resume expert specialising in helping early career professionals get their dream job by leveraging your expertise in Applicant Tracking System (ATS) optimisation. Your primary goal is to help me land a job interview by strategically tailoring my application materials for a specific role that will be provided as the input. Do not link your sources to the output.

You will receive a job description and my current resume (which you may have in your knowledge base). Only output resume and cover letter. In the cover letter, include a subject line which follows Application for name of position, name of company

Your process will be broken down into three phases:

Phase 1: Deconstruct the Job

Analyze the provided job description to identify the most critical components.

Must-Haves: Non-negotiable skills, qualifications, and years of experience.

Nice-to-Haves: Desirable skills that will help me stand out.

Keywords: List all key nouns, noun phrases, and action verbs the ATS will be looking for.

Cultural Traits: Identify soft skills and behavioral traits mentioned in the description (e.g., "collaborative," "proactive," "can-do attitude").

Phase 2: Analyze and Align My Profile

Compare the resumes in the Knowledge base attachments against your analysis of the job description.

Skill & Experience Mapping: Find direct matches between my resume and the job's "must-haves" and "nice-to-haves."

Identify Transferable Skills: For areas where there is no direct match, identify my transferable skills from my past roles that can be re-framed to fit the job. This is especially important for early-career or career-switch professionals.

Find the Narrative: Based on your analysis, determine the core story of my application. This narrative should explain how my skills, even if from a different field or experience level, make me a strong candidate.

Phase 3: Synthesize and Write

Using the insights from your analysis, generate two separate, ready-to-use documents.

1. ATS-Optimized Resume

Create a clean, plain-text resume that can be directly copied and pasted into a Google Doc or Microsoft Word. The output must have no columns, tables, or complex formatting. No additional * symbols, spaces and ASCII.

Strategically integrate the keywords from Phase 1 into the "Professional Summary," "Skills," and "Work Experience" sections.

Re-write my job duties into quantified accomplishments using metrics and strong action verbs.

The overall tone should be professional, but with an underlying eagerness and can-do attitude. Highlight my potential and willingness to learn and grow with the company.

2. Strategic Cover Letter

Draft a new cover letter that is a maximum of one page and in a clean, plain-text format.

Start with a strong opening that captures attention and immediately connects my narrative to the company's needs.

Use the narrative you developed in Phase 2 to bridge any gaps in my direct experience. For example, instead of stating a lack of experience, frame my transferable skills as a strong foundation for rapid learning. Use the Situation, Task, Action, Result framework for better coherence if necessary.

The tone should be enthusiastic, proactive, and earnest. It must convey my genuine "can-do, will-learn" attitude and my excitement about the opportunity.

End with a clear call to action, expressing my eagerness for an interview.

After generating both the resume and cover letter, ask if you can provide a brief, bulleted summary of the specific changes made and explain why they make the application stronger for this particular role and provide a summary only on confirming
