

Resume Standards & Update Guidelines

Overview

We will provide you with a base CV. Your responsibility is to tailor and update the resume according to the specific job description provided for each application.

The goal is to optimize the resume for the target role while maintaining factual accuracy and structural consistency.

Important Rules (Must Follow Strictly)

1. Do NOT Change the Following:

- Position / Job Title
- Company Name
- Employment Dates
- Location (if mentioned)

These details must remain exactly as provided in the original CV.

What You ARE Required to Update

You must customize the following sections based on the job description:

1. Professional Summary

- Rewrite the summary to align with the target job role.
- Highlight relevant experience, key competencies, and strengths.

- Incorporate keywords from the job description.
 - Keep it concise, professional, and role-focused.
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2. Skills Section

- Adjust technical and soft skills to match the job requirements.
 - Prioritize tools, technologies, and competencies mentioned in the job description.
 - Remove irrelevant or outdated skills if necessary.
 - Ensure ATS-friendly keyword alignment.
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3. Tools & Technologies

- Update tools to reflect those relevant to the job description.
 - Add required platforms, frameworks, software, or methodologies when applicable.
 - Do not fabricate tools that contradict the experience level.
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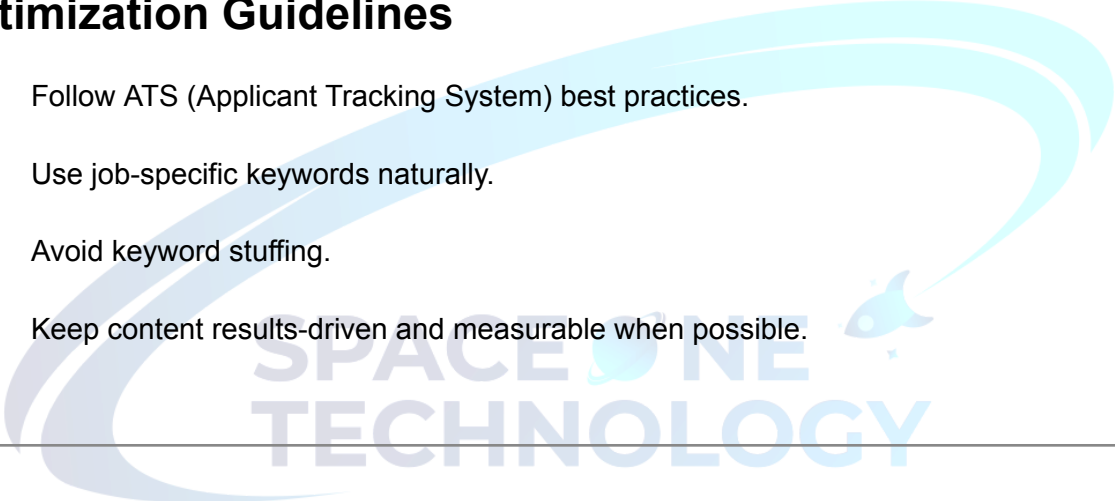
4. Responsibilities (Work Experience Section)

- Rewrite responsibilities to align with the job requirements.
 - Emphasize achievements and impact where possible.
 - Use strong action verbs.
 - Mirror keywords from the job posting.
 - Keep responsibilities realistic and aligned with the existing role.
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Formatting Standards

- Maintain consistent formatting throughout.
 - Use bullet points for responsibilities.
 - Keep language professional and concise.
 - Avoid grammatical errors.
 - Ensure readability and clarity.
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Optimization Guidelines

- Follow ATS (Applicant Tracking System) best practices.
 - Use job-specific keywords naturally.
 - Avoid keyword stuffing.
 - Keep content results-driven and measurable when possible.
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Final Quality Check Before Submission

Before finalizing the updated resume, ensure:

- ✓ Job title, company name, and dates remain unchanged
- ✓ Summary is tailored to the target job
- ✓ Skills match the job description
- ✓ Responsibilities align with the role requirements
- ✓ Formatting is clean and consistent

- ✓ No false or misleading information is added

Objective

The objective is to strategically tailor the resume to increase alignment with the job posting while maintaining complete accuracy of employment history and position details.

