

## Resource Toolkit: Resumes

### Guides, Templates, Tools:

[Resume & Cover Letter Guide](#) | SCCD

[General Resume Template](#) | SCCD

[Identify Matching Positions - AI Bot](#) | SCCD

Description: Upload your resume and find the 10 most appropriate entry-level positions that match your skills, experience, and qualifications.

[Identify Missing Skills & Experience from Resume - AI Bot](#) | SCCD

Description: Upload your resume and enter a job description to find: 1) the most important skills/ keywords for that job, and 2) which skills/keywords are missing from your resume. This will guide you to improve your resume by including your experience matching those required skills/keywords.

[Draft a Resume Summary - AI Bot](#) | SCCD

Description: Upload your resume and watch the bot generate a summary that reflects your skills, experience, and education. NOTE: This is simply a tool to DRAFT the summary. It is NOT intended for you to copy/paste the AI-generated text verbatim. It is merely a draft that you MUST modify to match your actual skills and experience as well as your specific style of speaking. Most employers check whether AI was used to generate text. If an employer thinks that you have only used AI to write your cover letter or resume, they may discard your application!

[Create Better Job Duty Bullet Points](#) - AI Bot | SCCD

Description: Upload your resume and watch the bot re-write your job duty bullet points. NOTE: This is simply a tool to DRAFT your job duties. It is NOT intended for you to copy/paste the AI-generated text verbatim. It is merely a draft that you MUST modify to match your actual skills and experience as well as your specific style of speaking. Most employers check whether AI was used to generate text. If an employer thinks that you have only used AI to write your cover letter or resume, they may discard your application!

[Condense your Resume - AI Bot](#) | SCCD

Description: Upload your resume, the job title, and the job description in which you're interested. The bot will generate a condensed version of your resume (no more than 2 pages) while retaining the most important/relevant skills and experience for the position. NOTE: This is simply a tool to DRAFT a resume. It is NOT intended for you to copy/paste the AI-generated text verbatim. It is merely a draft that you MUST modify to match your actual skills and experience as well as your specific style of speaking. Most employers check whether AI was used to



## Saremi Center for Career Development

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### **Videos & Podcasts:**

[How to Write a Winning Resume \(And Guarantee Interviews!\)](#) | Sho Dewan

[COMPETITIVE RESUME TIPS That Got Me Internships at GOOGLE, NBC and ELLE Magazine](#) | Joi Wade

[How to Write a Great Resume in 60 Minutes](#) | Edward Guerrero

[College Central Podcasts: Career and Job Search Advice](#) | College Central Network, Inc.

[Rock Your Resume, Crush Your Cover Letter Workshop](#) | National University Career Services

### **Articles:**

[9 Resume Tips for College Students \(With Examples\)](#) | Indeed

[Me in a Minute](#) | Deakin University