

Resume & ATS Tailoring (per job)

Document type: Plan / SOP / strategy / guide · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Tailors your existing resume/master profile to one specific job description — not a generic resume writer. It reads the job description, extracts the real ATS keywords and requirements, rewrites your summary and experience into quantified, achievement-oriented bullets mapped to that role, shows your ATS match and the keywords you are missing, and gives an honest strategy for any gaps. It never invents experience, employers, degrees or numbers you did not provide — where a metric is missing it leaves a placeholder for you to fill with your own real figure.

Purpose of this tool & output

Tailor your existing resume to ONE specific job — ATS keyword match, quantified achievement bullets, and honest gap positioning

How the output is used

Use the tailored summary, the quantified bullets and the keyword list to rewrite your resume for THIS job before applying. Fill every [X] placeholder with your own true figure, add the missing must-have keywords only where they genuinely apply to you, follow the ATS formatting tips so the file parses, and send the recruiter note with your application.

Important cautions

This tailors your existing experience — it never invents jobs, degrees or numbers, and neither should you. Every claim must be true and every placeholder replaced with a real figure; a resume that overstates gets caught at the interview or the reference check. Re-tailor it for each new job description.

Companion documents

No related documents are listed on the portal for this tool.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.