

Prompt Template

Prompt:

I am applying for a **Business Analyst** (or specify *Business Systems Analyst / Senior BA / Data Analyst – BA hybrid*) position in **Australia**.

I will provide you with:

- 1 My current resume (or paste resume text below), and
- 2 The Job Description (JD) of the target role.

Your task is to **rewrite my resume to be 100% tailored to the JD** while keeping it **ATS-compliant** and **professionally formatted** for the Australian job market (Seek / LinkedIn / Indeed).

Please follow these instructions carefully:

1. Resume Tailoring Objective

- Match my resume's keywords, skills, and experience with the JD's requirements and terminology.
- Optimize for **ATS scanning** by naturally embedding the JD's *must-have and nice-to-have* keywords.
- Prioritize **measurable achievements, quantifiable impact, and action verbs**.
- Maintain a **2-page structure, clear section headers, and Australian English spelling**.
- Keep the tone **professional and concise**, suited for hiring managers in **Sydney, Melbourne, Brisbane, or Canberra**.

2. Resume Sections to Optimize

- **Professional Summary:** Rewrite to reflect the role's focus areas and domain (e.g., banking, telecom, insurance, retail, government).

- **Core Skills / Competencies:** Replace generic skills with those extracted from the JD. Group by relevance (e.g., *Requirements Analysis, Agile Delivery, Data Visualization, Process Improvement*).
- **Professional Experience:**
 - Rewrite each role bullet points to highlight achievements directly related to the JD’s key requirements.
 - Emphasize relevant tools (e.g., Jira, Confluence, SQL, Power BI, API documentation, Visio, Azure DevOps).
 - Add quantifiable metrics (e.g., “Reduced processing time by 20%”, “Delivered UAT for 3 major releases”, “Improved data accuracy by 15%”).
- **Education, Certifications, and Tools:** Reorder or rename sections to prioritize relevance to the JD.

3. Output Format

Please produce the tailored resume in this exact structure:

[Full Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL]

Professional Summary

(Rewrite to align with the JD)

Core Skills

(Add keyword-rich skills directly aligned to the JD)

Professional Experience

[Company Name | Job Title | Dates]

- [3–6 bullet points rewritten with BA keywords, results, and tools mentioned in JD]

Education

[Degree | University | Dates]

Certifications

[Relevant ones matching JD]

Tools & Technologies

[Add technical stack mentioned in JD: Jira, SQL, Power BI, etc.]

Achievements / Awards (optional)

[Only if relevant]

4. Optimization Goals

- Ensure **resume passes ATS filters** for the JD.
- Emphasize **business analysis deliverables** (BRD, FRD, UAT, gap analysis, process mapping, etc.).
- Highlight **Agile, stakeholder engagement, and data-driven decision-making** skills.
- Keep the writing **active, impactful, and results-focused**.
- Ensure formatting fits within **2 pages** and ready for **Word/PDF export**.

Here are the inputs:

My Resume:

[Paste your resume text here]

Job Description:

[Paste JD text here]

Deliverables Expected:

- 1** Fully tailored, ATS-optimised resume (2-page format).
- 2** Highlighted changes or short summary of what was tailored (optional).
- 3** Optional: A short **“ATS Keyword Match Report”** listing top 10 hard skills and soft skills matched with the JD.

Bonus Tip: Add This Line If You Want to Customize Multiple Versions

“Also, create two versions — one focusing on *technical BA (data, SQL, BI, APIs)* and another focusing on *functional BA (process improvement, stakeholder management, UAT)*.”

Example Use Case

If you're applying to:

Business Analyst – Financial Services, Sydney (ANZ / NAB / Macquarie)

Paste your resume and JD, and the AI will rewrite your experience bullets like:

“Performed data analysis using SQL and Power BI to support regulatory reporting requirements (APRA, ASIC). Conducted workshops with compliance teams to capture business rules for KYC/AML automation.”