

## How to Use the Coaching Résumé Analyzer GPT

*You can upload your resume and get specific feedback on your current resume, or you can ask more general questions about ways to improve your resume.*

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### Step 1: Upload or Paste Your Résumé

When you start, you'll be asked to either:

- **Upload your coaching résumé** (if available), or
- **Copy and paste** your résumé text into the chat

*Tip:*

Focus on résumés specifically for coaching, recruiting, strength & conditioning, or athletic administration roles.

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### Step 2: Let the GPT Analyze Your Résumé

- The GPT will scan your résumé for:
  - Coaching experience presentation
  - Formatting clarity
  - Use of action verbs
  - Highlights of leadership, recruiting, and player development
- It will **identify strengths** and **areas for improvement**.

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### Step 3: Receive Your Résumé Review Report

You'll get a **coaching-focused feedback summary**, including:

- What you're doing well
- What you could tighten or improve
- Specific suggestions (bullet points) to help you strengthen your résumé

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#### **Step 4: Make Edits and Re-Submit (Optional)**

If you want, you can:

- Edit your résumé based on feedback
- Paste the updated version back into the chat
- Get a second review!

*Optional:* Ask for examples of stronger phrasing or better coaching-focused wording.

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#### **Best Practices**

- Upload or paste your résumé in plain text or PDF/Word format
- Focus on leadership, recruiting, development, and achievements
- Ask the GPT to re-review if you make updates
- Treat this like a coach-to-coach résumé review session!