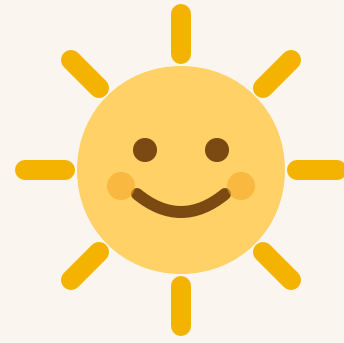


AI JOB SEARCH OS



Club Relaunch

Get back to work.

Resume Tailoring

AI Job Search OS · Workflow 2

Part of the AI Job Search OS kit



A generic resume gets skimmed. A tailored resume gets read — because it speaks the posting's language and shows the reader exactly where you fit. This workflow takes one posting from your shortlist and reshapes your resume around it, with a hard rule: every single claim must be true.

Finish this and you'll have: a tailored resume for that role + a gap list of requirements you genuinely lack (your learning roadmap).

Inputs you need

- Your current resume (the honest, complete version — warts and all).
- One job posting from your shortlist (Workflow 1), scoring 16+.

Step 1 — Extract the posting's real requirements (15 minutes)

Paste the posting text into your AI chat tool with this:

Read this job posting carefully: [PASTE POSTING TEXT]. List every requirement and preferred qualification as separate bullet points. Split them into two groups: "Must-have" (words like required, must, essential) and "Nice-to-have" (words like preferred, bonus, plus). Quote the posting's own words for each item. Do not add anything the posting doesn't say.

You'll get back a clean requirements list. Example — the Brightline Wellness email marketing specialist posting becomes:

Must-have: - 3+ years of email marketing experience - Experience with an email platform (Klaviyo, Mailchimp, or similar) - Strong copywriting skills - Ability to analyze campaign performance and report on results **Nice-to-have:** - SMS marketing experience - Familiarity with customer segmentation - Experience in wellness or lifestyle brands

Privacy note: a job posting is public text — safe to paste. When you paste your resume in later steps, remove your exact home address and phone number first. Name, city, and email are fine.

Step 2 — Map your real evidence to each requirement (20 minutes)

For every requirement, write down your actual evidence — or write "GAP" if you don't have it. No stretching. Here's Maria's honest mapping:

Requirement	My evidence
3+ years email marketing	6 years: 4 at home goods retailer, 2 at skincare startup
Email platform (Klaviyo/ Mailchimp)	Used Mailchimp daily for 4 years; Klaviyo for 8 months at the startup
Strong copywriting	Wrote all email and product copy at the startup; subject lines I wrote averaged a 32% open rate
Analyze campaign performance	Built weekly performance reports; presented results to the marketing director monthly
SMS marketing (nice-to-have)	GAP — never done it
Customer segmentation	Built segments in Mailchimp by purchase history and engagement
Wellness/lifestyle brands (nice-to-have)	Skincare startup counts as lifestyle/wellness-adjacent

This table is the heart of the workflow. Everything on your tailored resume must trace back to a row in this table.

Step 3 — Draft revised bullets with AI help (25 minutes)

Now have the AI tool rewrite your experience bullets using only your evidence. Paste your resume's experience section plus the evidence table:

Rewrite my resume bullets for an email marketing specialist role. Use ONLY the facts in my evidence table below — do not invent metrics, tools, or responsibilities I haven't listed. Match the posting's language where my real experience supports it. Keep bullets under two lines each. Here is my evidence: [PASTE TABLE].

Then read every bullet and interrogate it. Maria's AI draft said:

- "Grew email list from 12,000 to 48,000 subscribers in 18 months through targeted lead magnets and pop-up optimization"

Maria checks: is that true? She did grow the list, but it went from 12,000 to about 40,000, and it took two years. She edits it to:

- "Grew email list from 12,000 to 40,000 subscribers over two years through lead magnets and website pop-ups"

Close to the draft, but true. That's the standard: **AI drafts, you verify.**

Step 4 — Run the truthfulness check (10 minutes)

Go through the tailored resume line by line and ask three questions about every claim:

1. **Did I actually do this?** (Not "my team did this" — *you* did this, or you played a clear part you can describe.)
2. **Is the number real?** If a metric appears, can you point to where it came from — a report, a dashboard, a manager's email?
3. **Would my old manager agree?** If they read this bullet, would they nod or raise an eyebrow?

Any bullet that fails gets rewritten or cut. No exceptions. A shorter honest resume beats a longer invented one — hiring managers verify, and one caught exaggeration can end a candidacy.

Example of what to cut: the AI suggests adding "managed \$50k monthly ad spend" because the posting mentions paid media. Maria never touched ad spend. She deletes the bullet and adds "paid media" to her gap list instead. That's the right move.

Step 5 — Write the gap list (10 minutes)

Every requirement you marked GAP becomes a line on your gap list, with one concrete learning step:

Maria's gap list: - SMS marketing — take the free Klaviyo SMS fundamentals course (2 hours); add a practice project to portfolio. - Paid media basics — watch a beginner Meta ads walkthrough; not urgent, revisit if postings keep asking.

The gap list isn't a confession — it's a roadmap. If the same gap shows up in three postings, that's your signal for what to learn next. Friday afternoons (from your weekly rhythm) are for this.

Quality gate — check before moving on

- ☐ Every resume bullet traces back to a row in my evidence table.

- ☐ I ran the three-question truthfulness check on every claim — nothing invented, no borrowed team metrics presented as mine, no inflated numbers.
- ☐ The resume uses the posting's language only where my real experience supports it.
- ☐ My gap list is written, with one concrete learning step per gap.
- ☐ My name, city, and email are on the resume; my exact home address and phone number were removed before pasting anything into the AI tool.

Output

- **Tailored resume** — one page (two at most), built for this specific posting, every claim verified true.
- **Gap list** — requirements you genuinely lack, each with a concrete next learning step.

Save the tailored resume with the company name in the filename (e.g. `resume-brightline-wellness.pdf`). Log the application in your tracker, then open `club-relaunch-outreach-sequences.pdf` — while the application is in, start reaching out to people at the company.