AILYGENCE

YOUR ALLY IN INTELLIGENCE

TOOLKIT

# AI Job Application Pack

Resume bullet formulas, a cover letter framework, ten interview prep prompts, a STAR story builder, and a tracker, so AI speeds up your search without replacing your voice.

SECTION 1 OF 6

# How to Use This Pack

AI can make a job search faster and sharper. It cannot make it yours. Every tool in this pack follows one rule: the AI drafts and organizes, and you supply the facts, the judgment, and the final words.

The order matters. Start with the resume bullet formulas, because strong bullets are raw material for everything else: your cover letter quotes them, and your interview stories come from the same achievements. Then use the cover letter framework for each application, the interview prompts once you are invited, and the tracker from day one, because a search you can see is a search you can steer.

One warning before the tools. Recruiters read hundreds of AI-polished applications, and the generic ones blur together: same verbs, same rhythm, same empty claims. Our article on using AI in your job search without sounding like everyone else, at ailygence.com/how-to-use-ai-in-job-search-without-sounding-like-everyone-else, explains how to stay distinctive. The short version lives in this pack too: specific numbers, real details, and your own phrasing in every final draft.

- [ ] Never invent an achievement, a number, or a duty.

  *If you cannot explain it in an interview, it does not go on the resume. AI suggestions that stretch the truth get deleted, not softened.*

- [ ] Every AI draft gets a voice pass.

  *Read it aloud. Replace any phrase you would never say with the way you would actually say it.*

- [ ] Tailor each application.

  *Mirror the language of the job posting where it honestly matches your experience. One generic resume sent everywhere loses to a specific one sent carefully.*

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# Resume Bullet Formulas

A resume bullet earns its line by proving something. Each formula below turns a duty into evidence. The before examples are real patterns from weak resumes; the after examples show the same work, proven.

### Formula 1: Action verb plus task plus result

Template: [Strong verb] [what you did] for [who or what], resulting in [measurable outcome].

Before: Responsible for handling customer emails.

After: Answered about 60 customer emails a day for a retail support team, keeping average first response under two hours and resolving most queries without escalation.

### Formula 2: Problem plus action plus outcome

Template: When [problem appeared], I [action you took], which led to [outcome].

Before: Helped improve the onboarding process.

After: When new starters kept missing their first-week paperwork, I built a one-page checklist and reminder sequence, cutting late paperwork to near zero within a quarter.

### Formula 3: Scale and scope

Template: [Verb] [task] across [number of people, sites, accounts, or amount], [frequency or standard].

Before: Managed social media accounts.

After: Planned and published content across four social accounts for three product lines, growing total following from 8,000 to 21,000 in a year.

### Formula 4: Skill shown in action

Template: Used [skill or tool] to [task], so that [benefit to the team or customer].

Before: Good with spreadsheets and data.

After: Used spreadsheet pivot tables to turn raw sales data into a weekly one-page report, so the sales manager stopped rebuilding figures by hand every Monday.

Use AI to convert your own bullets: paste a duty from your current resume and ask, 'Rewrite this as an achievement bullet using action, task, and result. Ask me questions if the result is not measurable yet.' Then correct every number it assumes. The formulas above are the standard to judge its output against.

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# The Cover Letter Framework

A good cover letter is short: four or five paragraphs that answer one question, why this person for this role at this company. Fill in the framework, then write it in your own words.

| Paragraph | Its job | Your draft |
| --- | --- | --- |
| | | |
| | | |

| Paragraph | Its job | Your draft |
| --- | --- | --- |
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- Paragraph 1, the opening hook: the role you want and your single strongest matching fact. Two or three sentences, no life story.
- Paragraph 2, the match: pick the two requirements the posting repeats most, and answer each with one piece of evidence from your resume bullets.
- Paragraph 3, the proof story: one short STAR story (built in Section 5) that shows you doing this job's core work well.
- Paragraph 4, why this company: one specific, true reason: their product, their market, their way of working. Generic praise convinces nobody.
- Paragraph 5, the close: thank them, name the next step you hope for, and sign off plainly.

Draft with AI if you like, using this instruction: 'Using only the facts in my resume and this job posting, draft a cover letter in the five-paragraph structure of this framework. Flag any sentence that assumes a fact I did not provide.' Then rewrite the draft sentence by sentence in your own voice before sending. The facts stay. The voice becomes yours.

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# Ten Interview Prep Prompts

Paste these into your AI tool along with the job posting and your resume. The AI plays coach and interviewer. You still do the talking, out loud, because rehearsing silently does not prepare your voice.

### 01 The Likely Questions List

```
Here is a job posting and my resume: [paste both]. List the ten interview
questions I am most likely to be asked, ordered by likelihood, and note what each
question is really testing.
```

**Use it when:** You have an interview booked and limited time to prepare.

**Make it yours:** Spend most of your rehearsal on the top five. Likelihood beats completeness.

## 02 The Gap Interrogator

```
Compare this job posting with my resume: [paste both]. Where are the gaps between what they ask for and what I show? For each gap, suggest an honest way to address it using experience I do have.
```

**Use it when:** You know the posting asks for something your resume does not clearly show.

**Make it yours:** Honest bridges only. A gap admitted with a plan beats a bluff discovered.

## 03 The Mock Interviewer

```
Interview me for this role: [paste posting]. Ask one question at a time, wait for my answer, then give brief feedback on structure and evidence before asking the next. Start with 'Tell me about yourself.'
```

**Use it when:** You want realistic practice with pressure, in short daily sessions.

**Make it yours:** Answer out loud, standing up if you can. Your voice is the instrument being trained.

## 04 The STAR Coach

```
Here is a work story in rough notes: [paste notes]. Help me shape it into a STAR answer: situation, task, action, result. Ask me for any missing fact instead of inventing one.
```

**Use it when:** You have the experience but tell it in a tangle.

**Make it yours:** Build four to six of these stories. Most behavioral questions are answered by one of them.

## 05 The 'Tell Me About Yourself' Builder

```
Using my resume: [paste], draft a 90-second 'tell me about yourself' answer for this role: [paste posting]. Structure: where I started, what I do best, why this role is next. Keep it conversational.
```

**Use it when:** The opener is coming and you want a calm, practiced start.

**Make it yours:** Rehearse until it sounds remembered, not memorized. There is a difference, and interviewers hear it.

## 06 The Weakness Framer

```
My real weakness in this field is [describe honestly]. Help me frame it for an interview: acknowledge it plainly, show the system I use to manage it, and give one true example of that system working.
```

**Use it when:** The weakness question is the one you dread most.

**Make it yours:** Pick a real weakness with a real management system. Disguised strengths fool nobody.

## 07 The Questions to Ask Them

```
Based on this posting and company: [paste], suggest eight questions I can ask at the end of the interview that show genuine interest in the work, the team, and how success is measured. Avoid anything about pay or perks.
```

**Use it when:** You reach the end of interviews with a blank mind.

**Make it yours:** Choose three and learn them. Ask the success question first: it is the one interviewers remember.

## 08 The Salary Research Helper

```
Help me prepare for a salary conversation for the role of [title] in [location]. What information should I gather about pay ranges, total compensation, and negotiation timing? List the questions to research, not invented figures.
```

**Use it when:** An offer may be coming and you want to prepare without guessing games.

**Make it yours:** Verify any range the AI suggests against real postings and reports. Treat its numbers as leads, never as facts.

## 09 The Thank-You Note Writer

```
Draft a short thank-you email after my interview for [role]. Mention this specific moment from our conversation: [detail], restate my strongest matching strength in one sentence, and keep it under 120 words.
```

**Use it when:** The interview went well and you want to follow up the same day.

**Make it yours:** The specific moment is the whole note. It proves you listened, which most notes never do.

### 10 The Rejection Learner

```
I was not chosen for a role. Help me write a brief, gracious reply that thanks the interviewer, asks politely for one piece of feedback, and keeps the door open. Then help me list what I learned from the process.
```

**Use it when:** A no arrived and you want it to cost you nothing and teach you something.

**Make it yours:** Send it within a day. Gracious candidates get remembered when the next role opens.

SECTION 5 OF 6

# The STAR Story Builder

STAR stands for Situation, Task, Action, Result: the four beats of a complete achievement story. Interviewers ask behavioral questions ('Tell me about a time when...') and listen for all four beats. Most candidates only give two.

- Situation: the setting in one or two sentences. What was happening, and why did it matter?
- Task: your specific responsibility. Not the team's. Yours.
- Action: what you personally did, step by step. This is the longest beat, and the one interviewers weigh most.
- Result: what changed, with a number or a concrete outcome wherever you honestly have one.

### Build your strongest story

| Story part | Your notes |
| --- | --- |
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### Match stories to likely questions

Build three to five stories total, then map them to the questions they answer. One strong story about fixing a failure can serve questions about pressure, learning, teamwork, and initiative all at once.

| Likely interview question | Story that answers it | The result line |
|---|---|---|
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This is where one-to-one help pays for itself fastest. In our mentorship sessions, candidates practice these stories aloud with a mentor who has sat on the other side of the table, and the answers get shorter, clearer, and calmer in a single sitting.

SECTION 6 OF 6

# The Job Search Tracker

A job search without a tracker runs on memory and mood. A tracker turns it into a pipeline you can review every Friday: what went out, what came back, and what the pattern is teaching you.

| Company | Role | Date applied | Status | Next step and date |
|---|---|---|---|---|
| | | | | |
| | | | | |

| Company | Role | Date applied | Status | Next step and date |
|---|---|---|---|---|
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- Update the tracker the moment anything changes, not at the end of the week.
- In the Friday review, count replies, not just applications. A low reply rate usually means the resume bullets need work, not more applications.
- After every interview, add one line to your notes: the hardest question, and how you will answer it next time.
- When a role closes, write the reason if you know it. Patterns in the reasons teach you exactly what to fix next.

If the search stretches on, widen the support, not just the applications. Our AI training builds the skills postings keep asking for, and mentorship gives you a person in your corner for strategy, practice, and morale. A search is a project. Run it like one, and let the tracker prove your progress on the weeks it feels invisible.

KEEP GOING

# About Ailygence

Ailygence is your ally in intelligence: practical AI training, one-on-one mentorship, business automation, creative studio work, and an innovation lab for new ideas. If this resource helped you, the next step is a conversation.

Explore AI training at ailygence.com/ai-training, mentorship at ailygence.com/mentorship, business automation at ailygence.com/business-automation, the creative studio at ailygence.com/creative-studio, and the innovation lab at ailygence.com/innovation-lab. Or write to us any time at hello@ailygence.com.

## What to do next

Pick the smallest step from this guide and do it this week. One filled worksheet beats ten read ones. When you get stuck, the contact page at ailygence.com/contact is the fastest way to reach a real person.

## Keep learning

The Resource Hub at ailygence.com/resources has more guides like this one, and the blog at ailygence.com/blog goes deeper on practical AI skills. New material appears whenever there is something worth writing down.

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