



NOVABYTE AI SUCCESS SERIES

Résumé & Cover Letter Templates

Build a master résumé once, then tailor every application in twenty minutes.

- 1 Master Résumé Template
- 2 Cover Letter Template
- 3 Interview Prep Script

The one rule that never bends: AI polishes how you say it; only you supply what is true. Inflated titles and invented achievements surface in interviews and reference checks — and turn offers into withdrawals.

Master Résumé Template

Build this once, with every role and number. Tailor it to each job in twenty minutes.

This is your master copy - long, complete, private. You never send it. For each job, you copy it and cut the top third down to what THIS employer asks for.

Full name	[your name]
Headline	[the role you're targeting - e.g. Operations Coordinator]
Contact	[email · phone · city · LinkedIn]

PROFESSIONAL SUMMARY

Three to four lines: who you are, your strongest proof, what you're aiming at. Rewrite this per job; it's the most-read part.

EXPERIENCE

For each role: what you did, and the RESULT with a number. "Cut invoice errors 30%" beats "responsible for invoicing." Real numbers only.

Role & company	Dates	Achievement (with a number)

SKILLS

Only skills you actually have and could be questioned on.

EDUCATION & CERTIFICATIONS

Qualification	Institution	Year

★ TAILOR IT TO A JOB

Here is my master résumé: [paste]. Here is the job description: [paste]. Map my real experience against what they ask for, then rewrite my summary and reorder my bullets to lead with what matters most to THIS employer. Add nothing I didn't do; flag any gap between what they want and what I have.

Cover Letter Template

Connect three of your real results to three of their stated needs.

A good cover letter is not a summary of your résumé. It is an argument: here are three things you need, and here is proof I have done each.

To	[hiring manager / team]
Role	[position title]
Company	[name]

OPENING - WHY THIS ROLE, THIS COMPANY

One specific, genuine reason. Not "I am excited by this opportunity."

THE THREE MATCHES (THE BODY)

Their need -> your proof. Pull their needs from the job description; pull your proof from real results.

Their stated need	My real result that proves I can do it

CLOSE - A CONFIDENT, SIMPLE NEXT STEP

★ DRAFT THE LETTER

Write a cover letter for the [role] at [company]. Job description: [paste]. My relevant results: [paste three real achievements]. Connect three of their needs to three of my results. Concise, specific, ATS-friendly, in a warm professional tone. Invent no qualifications I didn't give you.

Make AI your toughest interviewer before the real one calls.

The questions you dread are the ones to rehearse aloud. AI can ask them endlessly, then critique your answers - with none of the stakes.

QUESTIONS I'M DREADING

List them honestly - the gap, the weakness, the "why did you leave."

MY KEY STORIES (STAR: SITUATION, TASK, ACTION, RESULT)

Question it answers	The story, in one line	The number at the end

QUESTIONS TO ASK THEM

★ RUN A MOCK INTERVIEW

You are the hiring manager for *[role]*. Based on this job description and my résumé *[paste both]*, interview me: ask the 8 hardest questions you'd really ask, including 2 about weaknesses I seem to have. Ask one at a time, wait for my answer, then critique it before the next.

★ PRESSURE-TEST ONE ANSWER

You are a skeptical interviewer. Here's my answer to *[question]*: *[paste]*. What's weak, vague, or unconvincing about it? Give me a tighter version that stays completely truthful.