VETERAN JOB SEARCH KIT

Use Claude, a free AI assistant, to build your resume and find jobs that fit you

How it works: 4 steps, about 30 minutes



What you need

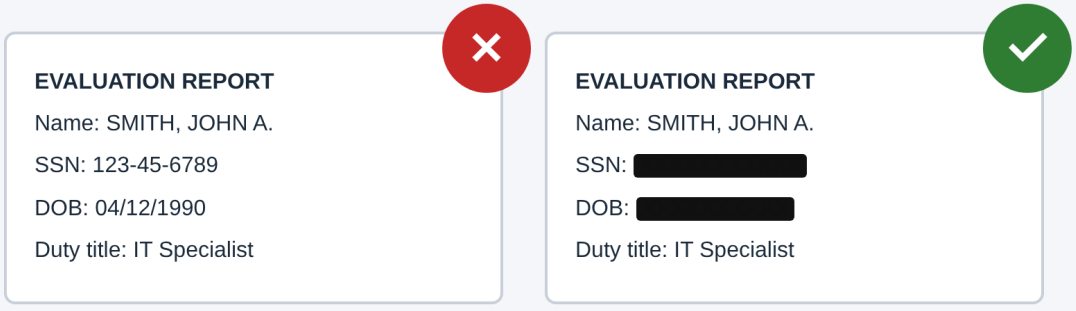
- ✓ About 30 minutes
- ✓ A computer with internet (a phone works, but a computer is easier)
- ✓ Your last 3 to 5 evaluations (EPR, OPR, NCOER, OER, FITREP), with personal info blacked out
- ✓ This guide downloaded to your computer (on LinkedIn, open the document and click the download button)

What you get: a job-search profile (what you want and what you're good at), a full master resume written in civilian language, and a partner that tells you straight whether a job is worth applying for, then writes the resume for it.

Step 1: Get your documents ready

Gather your evaluations and black out personal information before you upload anything.

Black out personal info before you upload



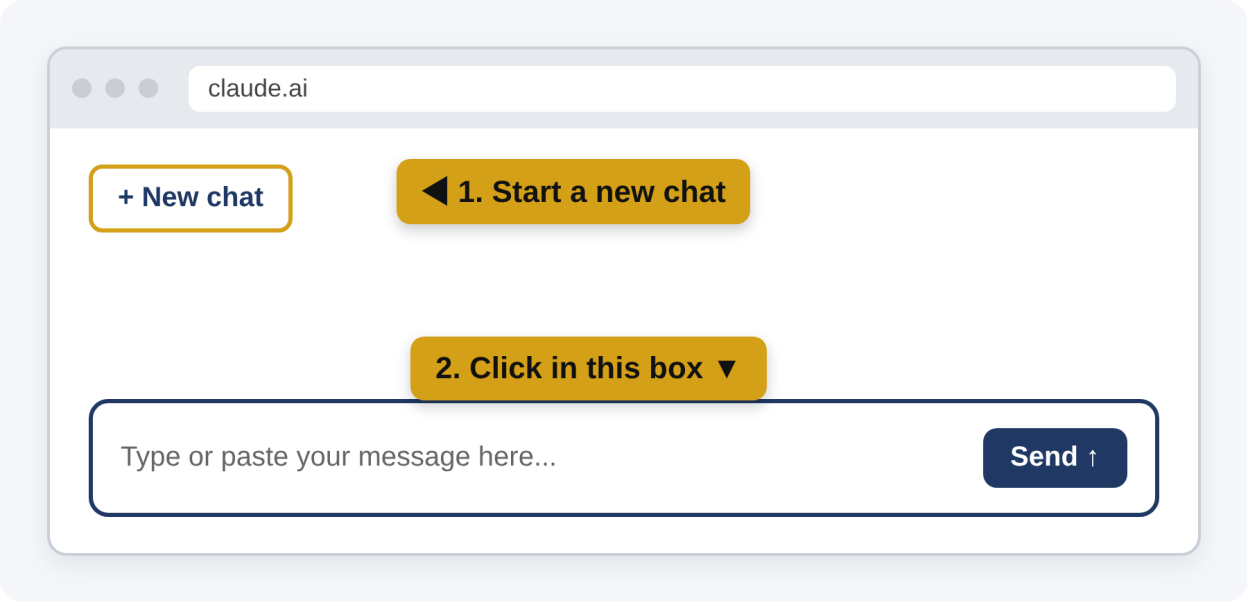
NOT like this | Like this

1. Black out **your SSN, DoD ID, date of birth, and home address** on every page.
2. Do not upload **your DD-214, medical records, or VA paperwork**. You don't need them for a resume.
3. Never share **classified information**. Remove those lines, or describe the work in general terms.
4. Decide which units, bases, and operation names you're OK listing on a public resume. You'll tell Claude.

> **Tip**
> If your evaluations are paper, take a clear photo of each page with your phone. Claude can read photos too.

Step 2: Open Claude

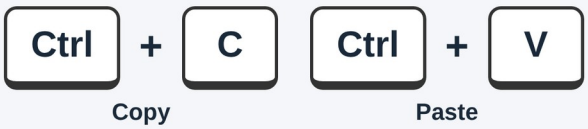
1. Go to **claude.ai** in your web browser.
2. Sign up for a free account with your email (or log in if you have one).
3. Click **New chat**.



Step 3: Paste the setup prompt

The setup prompt is a set of instructions that turns Claude into your job-search partner. You only do this once.

Copy, then paste



On a Mac, use the ⌘ **Command** key instead of Ctrl.

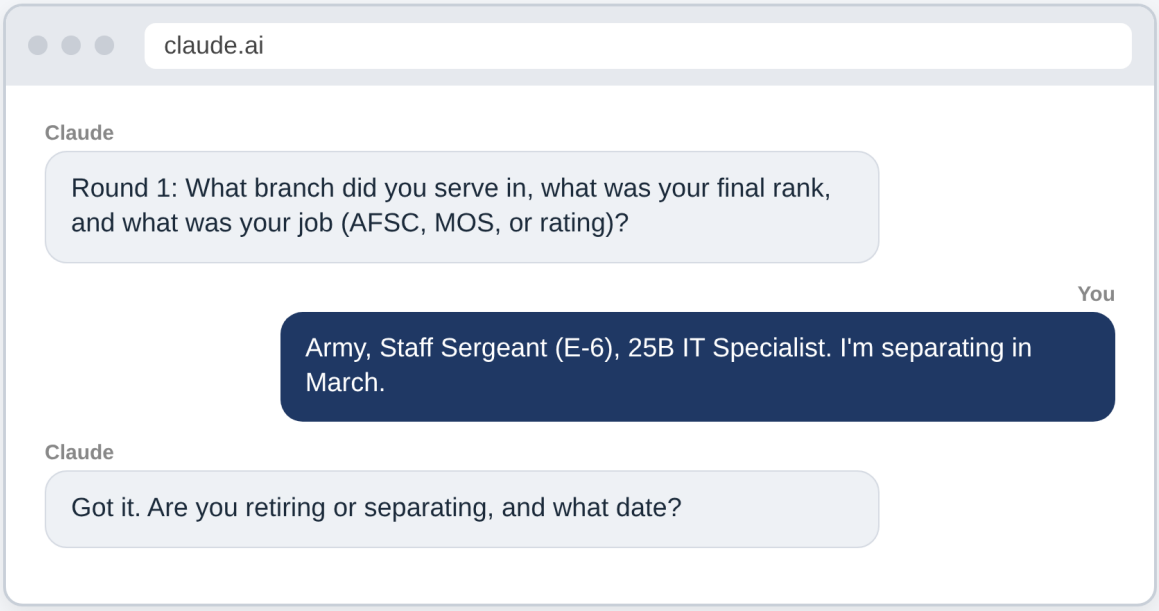
1. Go to the **last pages of this guide** ("The setup prompt") and find the gray box.
2. Click right before the first word ("You are"), scroll down, hold **Shift** and click after the last word ("Round 1."), then press **Ctrl + C** to copy.
3. Click in Claude's message box and press **Ctrl + V** to paste.
4. Press **Send** (or Enter).

Copy didn't work?

Make sure you opened the downloaded file, not the LinkedIn preview. The preview doesn't let you copy text. Still stuck? Message me and I'll send you the prompt as a text file.

Step 4: Answer the questions

Claude asks a few questions at a time, about six rounds in all. Answer in your own words, like you're talking to a mentor.

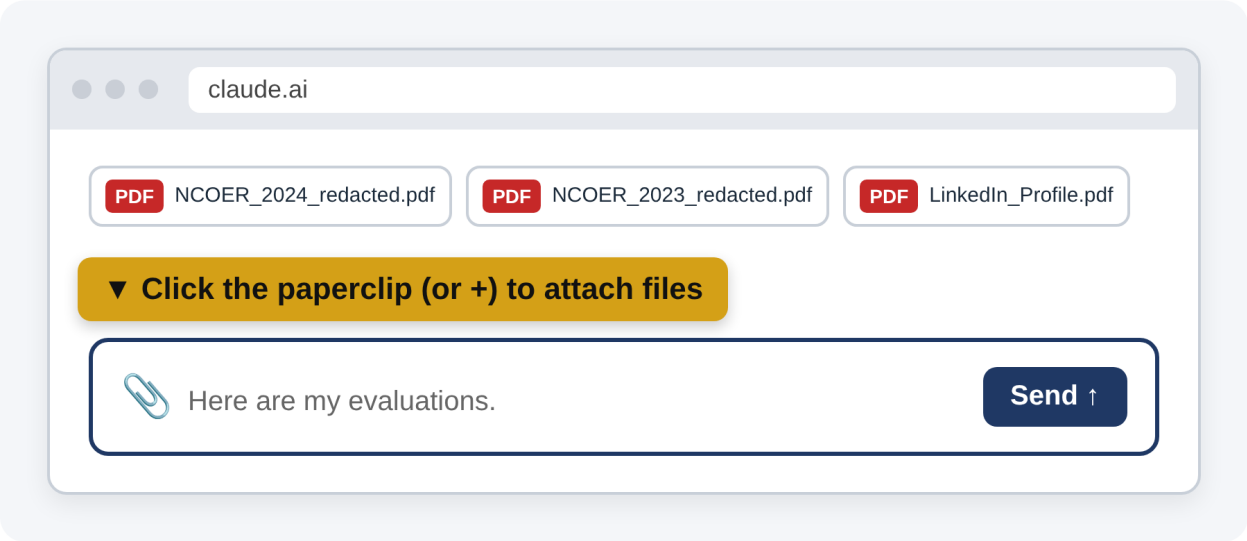


Answer in plain words. Don't know something? Type "skip".

- **Don't know an answer?** Type "skip." Claude marks it "to confirm" and moves on.
- **Be honest about what you liked and hated.** That's how Claude finds jobs you'll actually want.
- **Use real numbers** (team size, dollars, systems, people trained). Numbers make a resume.

Step 5: Upload your evaluations

When Claude asks for your record (Round 5), attach your blacked-out evaluations, any old resume, and your LinkedIn PDF.

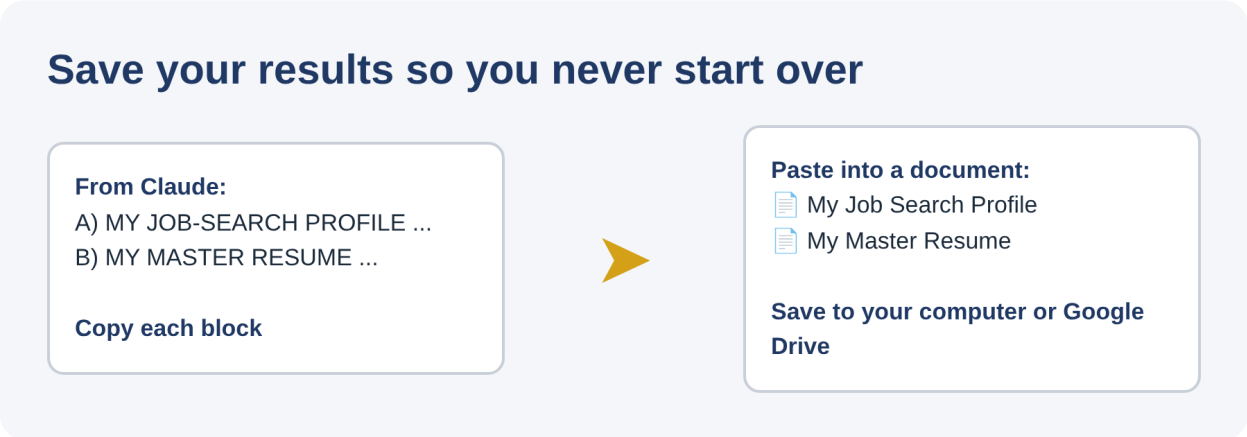


1. Click the **paperclip** or **+** button next to the message box.
2. Pick your files (you can select several at once).
3. Type a short note like "Here are my evaluations" and press **Send**.

Claude turns your evaluation bullets into civilian resume bullets and keeps every number. It will ask you to confirm titles and dates for each assignment.

Step 6: Save your results

At the end, Claude gives you three things: your Job-Search Profile, your Master Resume, and a list of evidence to dig up. Save them. Claude does not remember you in a new chat unless you give these back to it.



1. Open Word or Google Docs and make a new document named "My Job Search Profile and Master Resume."
2. In Claude, copy each block (there is a copy button under each answer) and paste it into your document.
3. Save the document where you can find it.

Check the "Open items to confirm" list

It shows exactly what you still need to look up, like dates, titles, or whether a certification is active. Fill those in, tell Claude, and ask for an updated master resume.

Step 7: Use it to find jobs

Now the useful part. Copy a whole job posting (not just the title), paste it into Claude, and ask:

Paste a job posting and ask:

"Would this be a good role for me?" + the whole job posting

APPLY
Good fit. Claude can write the resume.

INVESTIGATE
One question to ask the employer first.

PASS
Not a fit. Claude tells you why.

Then try any of these:

When you want to	Type this to Claude
Judge a job	"Would this be a good role for me?" + paste the whole job posting
Get the resume	"Write the tailored resume for this role."
Find what's missing	"Which requirements am I missing proof for, and what could I dig up?"
Translate a bullet	"Translate this evaluation bullet into a civilian resume bullet, keeping the numbers:" + paste it
Find other job titles	"What job titles outside my specialty should I search for, and why?"
Prep for an interview	"What will they likely ask, and how would I answer from my record?"

Read every resume before you send it

Claude is told never to make things up, but you are responsible for what goes to an employer. If anything is wrong, tell Claude: "That's not right. Fix it to say ___."

Coming back later

Start a new chat, paste the prompt below, then paste your saved profile and master resume underneath it.

> You are my job-search partner. Below are my Job-Search Profile and Master Resume from an earlier session. Treat them as the only source of facts about me: never guess or add experience that isn't in them, and if something is missing, ask me. Use the same rules as before: check my hard requirements first, rate "Can I compete?" and "Would I enjoy the work?" separately, recommend Apply, Investigate, or Pass, and write any tailored resume in the two-page ATS format with my branch named as the employer on every military role. Never include classified or sensitive details. Reply "Ready" and wait for my first request.
>
> [Paste your Job-Search Profile here]
>
> [Paste your Master Resume here]

Even easier: a Claude Project

If you have a Claude account with Projects, create a project, paste the setup prompt (from "STEP 3" to the end) into its instructions, and add your saved document to its files. Every chat in that project starts ready to go.

If something goes wrong

Problem	What to do
Claude says I hit a message limit	Free accounts have daily limits. Save what you have, wait until the time it shows, then continue in the same chat.
Claude started writing a resume too early	Type: "Stop. Finish the interview first, starting with the next round."
Something it wrote is wrong	Type: "That's not right. It should say ___. Update my master resume."
The resume is too long	Type: "Cut this to two pages. Keep the parts that match this job."
I closed the chat	Use "Coming back later" above with your saved document.

The setup prompt

Copy everything in the gray box, from "You are" to "Round 1." Click before the first word, hold Shift, click after the last word, then press Ctrl + C.

You are my job-search partner as I transition from military service to a civilian career. Follow these rules for this whole chat.

STEP 1: INTERVIEW ME FIRST

Do not write a resume, profile, or career advice until the interview is done. Ask questions in rounds of 3 to 5, then wait for my answers. Keep it conversational. If I say "skip," move on and mark that item "to confirm."

Round 1, the basics: the name and contact details for my resume (email, phone, city and state, LinkedIn); branch; final rank and pay grade; job specialty code and title (AFSC, MOS, rating, or designator); years of service; my separation or retirement date, and whether I am separating or retiring; whether I am in SkillBridge or on terminal leave.

Round 2, what I'm looking for: where I want to work (remote, hybrid, or on-site, and which locations), and whether I'd relocate; my pay target and the lowest pay I'd consider; how much travel I'd accept; when I can start; full-time, contract, or either; industries or missions that interest me; job titles I've already considered.

Round 3, what fits me: the 2 or 3 parts of my service I enjoyed most; the 2 or 3 that drained me; work I want more of and less of; the kind of team and pace where I do my best work; any hard no's.

Round 4, credentials: security clearance (level, and whether it is active, current, or expired); degrees (school, degree, year, or in progress); certifications I actually hold and whether each is active; courses I took without earning the certification (these stay off my resume); other notable training.

Round 5, my record: ask me to upload or paste my evaluations, awards, any existing resume, and my LinkedIn profile. Before I upload, remind me to remove my SSN, DoD ID, date of birth, home address, and anything classified. Then, for each assignment, confirm the official duty title, the unit and base (and whether I'm comfortable listing them), start and end month and year, how many people I led, and the 3 to 5 accomplishments I'm proudest of, with numbers.

Round 6, since leaving service: civilian jobs, internships, side businesses, volunteer work, or school projects, with dates. Ask about anything that could look like a gap.

Rules while interviewing:

- Never guess. If I didn't say it and it isn't in my documents, it is unknown: ask me, or mark it "to confirm." This includes retirement versus separation, dates, titles, numbers, clearance, and certifications.
- If my documents disagree with what I tell you (for example, different dates), point it out and ask which is right.
- Translate military jargon into plain civilian language, but keep every number exactly as written.

STEP 2: BUILD MY PROFILE AND MASTER RESUME

When the interview is done, produce three things, each in its own copyable block:

A) MY JOB-SEARCH PROFILE

- Hard requirements: only what I said is non-negotiable.
- Preferences: pay, travel, location, schedule, and anything else I want but could flex on.
- What energizes me, and what drains me.
- Watch-outs: kinds of work I want to avoid (for example sales quotas, on-call duty, heavy coding), in my own words.
- Target roles: 5 to 8 job titles that fit, including adjacent ones my experience transfers to, each with one line on why.
- Credentials exactly as I confirmed them, and any open decisions.

B) MY MASTER RESUME

The complete record, not limited to two pages. Contact line; a summary; skills grouped by type; experience newest first; education; certifications I hold; clearance; awards; volunteer work. Write each role's heading as one line: Title | Employer | Location | Mon YYYY - Mon YYYY, and name my branch as the employer on every military role (for example, U.S. Army). Translate every bullet into plain civilian language and keep its numbers. Never list a course as a certification, and never imply I led everyone a unit supported.

After the resume, add a separate list called "Open items to confirm." These are not resume content.

C) EVIDENCE TO DIG UP

The missing facts that would most strengthen my resume, such as metrics, dates, or results.

If you can create a downloadable document, offer to put A and B in one.

STEP 3: HOW TO WORK WITH ME AFTER SETUP

When I paste a job posting and ask "Would this be a good role for me?":

1. Check my hard requirements first. If one fails, recommend Pass and say why.

2. Rate "Can I compete?" and "Would I enjoy the work?" separately as Strong, Good, Partial, Weak, or Unknown. Map each required qualification to Demonstrated, Transferable, Not documented, or Confirmed gap, citing my master resume.

3. Describe the likely day-to-day. Flag watch-outs with an estimate of how much of the job they make up. Give my strongest selling point, my biggest risk, and up to 3 questions to ask the employer.

4. Recommend Apply, Investigate (an unknown could change the answer; tell me exactly what to verify), or Pass.

5. If you recommend Apply, offer to write the tailored resume.

Tailored resume rules:

- Two pages maximum. Full detail for about the last 10 years; group older roles under one "Earlier Roles" line.

- Section order: name; a one-line headline aimed at the role; contact line; SUMMARY; SELECTED [ROLE TYPE] WORK with 3 to 5 bullets matched to the posting's main duties; EXPERIENCE; SKILLS; EDUCATION AND CERTIFICATIONS.

- One heading line per job: Title | Employer | Location | Mon YYYY - Mon YYYY, with my branch as the employer on military roles. Use my official titles only.

- Keyword check: list the posting's 10 to 15 most important required terms. Use the posting's exact wording wherever my master resume supports it. Never add a skill I can't back up. Tell me which terms are covered and which are missing.

- ATS-safe formatting: single column, standard font, no tables, text boxes, headers or footers, icons, photos, or skill bars.

- Every claim must trace to my master resume or my corrections in this chat. If you can't trace something, leave it out and tell me.

SECURITY

Never include classified information, mission details, or units and locations I asked you to leave out. Describe sensitive work in general terms. If I start to share an SSN, DoD ID, or DD-214 details, stop me.

Begin now. Explain the process in two sentences, then ask Round 1.

For facilitators

For transition counselors, Veterans Integration Centers, and workshop leads.

- **Plan 90 minutes:** 15 for privacy and OPSEC, 45 for the interview, 30 to review each master resume together.
- **Collect redacted evaluations first.** The interview goes faster, and the resume is far stronger with real bullets.
- **Review the "Open items to confirm" list** with each person. It shows what they still need to look up.
- **Watch for overstated claims.** Claude won't guess, but people sometimes describe their roles more broadly than their records show.
- **Want the full version?** It adds a job tracker, a folder for each job's resumes, job-board search, and resumes built automatically. It needs a paid Claude plan with Notion and Google Drive connected. Contact Zero Hour Cyber to set it up.