2026 AI Skills Series — Final Day

🏆 DAY 10

AI Resume & Career Optimization

Land the Job, Beat the Bots, and Design Your 2026 Career Path.

Student eBook & Reference Guide

90-Minute Virtual Classroom | Complete with Workbook & Assignments

How to Use This eBook

Congratulations on reaching Day 10 — the final day of the 2026 AI Skills Series. Over the past nine sessions, you have built a comprehensive AI production and productivity stack: prompt engineering, content writing, research, image generation, presentations, video, audio, chatbots, and automation. Today you turn those skills into career capital.

In 2026, the job market operates on two parallel layers. The first layer is algorithmic: AI-powered Applicant Tracking Systems (ATS) screen the majority of incoming applications before a human ever sees them. The second layer is human: a recruiter or hiring manager reviews the applications that survive the first filter and makes the final call. This session teaches you to win at both layers simultaneously.

You will learn to decode what ATS systems are looking for, rewrite your resume bullets to speak AI's language, build a LinkedIn presence that attracts opportunities, prepare for interviews with AI coaching, and position your newly acquired AI skill set as the competitive differentiator it genuinely is in 2026.

🤖 BEAT THE BOTS	💼 WIN THE HUMAN	🎤 ACE THE ROOM
ATS optimisation	Resume & LinkedIn	Interview mastery

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Chapter 1: The 2026 Job Market — How AI Changed Hiring

1.1 The Two-Layer Hiring Funnel

The modern hiring process operates in two distinct phases that require two completely different strategies.

Phase 1 — The Algorithmic Gate: Before a human reads a single word of your resume, an AI-powered Applicant Tracking System (ATS) has already scanned it. ATS platforms used by large Nigerian corporations, multinationals, and international employers score each application against the job description, rank candidates by relevance score, and typically present only the top 10-20% to human reviewers. The rest are filtered out automatically — often within seconds of submission.

Phase 2 — The Human Review: The applications that survive Phase 1 reach a recruiter or hiring manager who makes the final shortlisting and interview decisions. This reviewer is typically time-constrained, scanning each resume in 6-10 seconds on initial review. Your resume must be immediately legible, professionally structured, and visually clear for this phase.

The challenge: strategies that win Phase 1 (keyword density, structured formatting) can sometimes conflict with what wins Phase 2 (narrative flow, human voice, visual appeal). AI tools in 2026 help you optimise for both simultaneously — which is precisely what this session teaches.

> 📊 **ATS Reality Check**
> LinkedIn's 2025 Talent Trends Report found that 98% of Fortune 500 companies and 75% of mid-size companies use ATS platforms. In Nigeria, the adoption rate among multinationals and large corporations (banking, telecoms, FMCG, tech) has reached 60-70% as of 2025. For any role receiving more than 50 applications, assume an ATS is in the pipeline.

1.2 What ATS Platforms Actually Look For

- Keyword match — does your resume contain the specific terms from the job description? ATS systems search for exact and near-exact keyword matches.
- Skills alignment — are the skills sections of the resume populated with terms that match the required skills in the job post?
- Job title continuity — do your previous job titles logically lead to the role being applied for?
- Education and certification flags — do you meet the minimum education or certification requirements listed?
- Format compatibility — can the ATS parse the text in your resume at all? Tables, columns, text boxes, and graphics can confuse parsing engines.
- Employment gap detection — some ATS systems flag gaps in employment dates for manual review.

1.3 The 2026 AI Advantage

Before AI tools, customising a resume for each job description was a 2-3 hour process per application. Today it takes 15-20 minutes. Tools like Jobscan, Teal, and Yotru analyse the job description, identify the highest-weighted keywords, score your current resume, and tell you exactly what to add, where to add it, and how to phrase it. The playing field is levelling — which means the candidates who use these tools now have a decisive edge over those who do not.

Chapter 2: Your Career Toolkit

Tool	Best For	Access	Key Capability
Teal	All-in-one career management	Free — tealhq.com	Application tracker + ATS match scoring + resume builder. Tracks all applications in one dashboard with match % per role.
Jobscan	ATS keyword scoring	Free trial — jobscan.co	Paste your resume and job description → instant ATS match score with exact missing keywords listed by section.
Yotru	African market-focused ATS tool	Free — yotru.com	Similar to Jobscan. Calibrated for African and UK/EU job markets. Especially relevant for Nigerian professionals targeting regional roles.
Rezi	AI resume writing	Freemium — rezi.ai	AI writes and formats ATS-optimised resume sections from bullet prompts. Strong STAR format output.
LinkedIn AI	LinkedIn profile optimisation	Included with LinkedIn — linkedin.com	Premium AI feature rewrites profile sections, suggests skills, and scores profile strength against target roles.
Google Interview Warmup	AI mock interview practice	Free — grow.google/interview-warmup	Speak answers aloud to AI-generated questions. AI analyses pacing, filler words, and answer structure with transcript feedback.
Claude / Gemini	Resume bullets, cover letters, interview prep	Claude.ai / Gemini.google.com	Rewrite bullets with STAR+Metric, generate tailored cover letters, simulate mock interviews, plan career paths.

> ⭐ **Today's Session Tools**
> Use Jobscan (or Yotru for African-market roles) for Drill 1. Use Claude or Gemini for Drills 2 and 3. Use Google Interview Warmup for Drill 4. All have free access sufficient for today's complete session.

Chapter 3: Beating the ATS — Keyword Strategy

3.1 How Keywords Work in ATS Scoring

ATS platforms compare your resume against the job description using a weighting algorithm. Keywords mentioned multiple times in the job description, listed under 'Required Skills,' or appearing in the job title itself carry the highest weight. Keywords mentioned once under 'Nice to Have' carry lower weight. The goal is not to stuff every keyword in randomly — it is to integrate the highest-weight keywords naturally in your work experience, skills section, and summary.

3.2 The Keyword Extraction Method

Before rewriting a single bullet point, extract and categorise the keywords from the job description:

1. Hard Skills — specific technical abilities: 'Python,' 'Salesforce CRM,' 'SQL,' 'Power BI,' 'AI prompting,' 'Project Management,' 'Financial Modelling'
2. Soft Skills — interpersonal and behavioural competencies: 'stakeholder management,' 'cross-functional collaboration,' 'strategic communication,' 'analytical thinking'
3. Industry Terms — sector-specific vocabulary: 'AML compliance,' 'SaaS metrics,' 'omnichannel strategy,' 'supply chain optimisation'
4. Certifications and Credentials — specific qualifications mentioned: 'PMP,' 'CAISA,' 'AWS Certified,' 'ACCA,' 'CFA Level 1'
5. Job Title Keywords — exact or close variations of the target role title: if applying for 'Senior Data Analyst,' ensure 'data analysis,' 'analyst,' and ideally 'senior' appear in context

3.3 The AI Keyword Extraction Prompt

KEYWORD EXTRACTION PROMPT: Step 1 of the Career Level-Up

Act as a senior recruiter and ATS specialist.I am applying for the role below and I will paste my current resume after the job description.Tasks:1. List the TOP 10 keywords from the job description ranked by how heavily weighted they appear to be.2. For each keyword, tell me: is it present in my resume (Yes/No)?3. For each missing keyword, suggest exactly where in my resume I should add it (e.g., 'Skills section,' 'Job title for [Role],' 'Bullet point under [Company]').4. Give my resume an estimated ATS match score out of 100 for this role.[PASTE JOB DESCRIPTION HERE][PASTE RESUME HERE]

3.4 Where to Place Keywords

Resume Section	Best Keyword Types	ATS Weight

Professional Summary	Role title keywords, 2-3 top hard skills, years of experience, industry sector	⭐⭐⭐⭐⭐ *Highest — scanned first*
Core Skills / Skills Section	All hard skills, certifications, tools, and software exactly as listed in the job description	⭐⭐⭐⭐⭐ *Highest — purpose-built for keyword matching*
Work Experience Bullets	Hard skills, industry terms, and soft skills in context — 'managed stakeholder communication across 3 departments'	⭐⭐⭐⭐ *Very High — contextual keyword use scores higher*
Job Titles	Exact role title or near-match — if your title was informal, use the formal equivalent in parentheses	⭐⭐⭐ *High — title-to-role alignment is a key ranking factor*
Education & Certifications	Certification names exactly as they appear in the job description (e.g., 'PMP' not 'Project Management Professional')	⭐⭐⭐ *High — for requirements-matching*

Chapter 4: The STAR + Metric Formula

4.1 Why Generic Bullets Fail Both ATS and Humans

A resume bullet like 'Responsible for customer service' fails at both layers of the hiring funnel. For the ATS, it contains no specific keywords, metrics, or tools. For the human reviewer, it describes a duty rather than an achievement — it says what the job required, not what you delivered. In 2026, every resume bullet should pass the 'So what?' test: does this bullet tell me what you achieved and why it mattered?

4.2 The STAR + Metric Formula

Element	Stands For	What to Include
S	**Situation**	Brief context — the size of the team, the scale of the problem, the environment
T	**Task**	Your specific role — what you were responsible for or assigned to do
A	**Action**	What YOU specifically did — active verbs: led, built, designed, negotiated, deployed
R	**Result**	The outcome — percentage improvement, time saved, revenue generated, score achieved
+M	**Metric**	The number — percentages, currency amounts, team sizes, timeframes, volume. Never skip this.

4.3 Before and After — STAR + Metric in Practice

❌ Before — Generic	✅ After — STAR + Metric
Managed a team of five.	Led a 5-person cross-functional team to deliver a product launch 2 weeks ahead of schedule, increasing Q3 revenue by 18%.

❌ Before — Generic	✅ After — STAR + Metric
Responsible for customer service.	Resolved 95% of customer enquiries within 2 hours using a new AI-assisted ticketing workflow, maintaining a 4.9/5 satisfaction score across 1,200+ monthly interactions.

❌ Before — Generic	✅ After — STAR + Metric

Worked on digital marketing campaigns.	Designed and executed 6 paid social media campaigns targeting Lagos SME owners, generating 340 qualified leads at a 22% reduction in cost-per-lead vs. the previous quarter.

❌ Before — Generic	✅ After — STAR + Metric
Handled data analysis tasks.	Automated weekly sales reporting using Python and Google Sheets, reducing report preparation time from 4 hours to 20 minutes and eliminating a recurring 3-day data backlog.

4.4 The STAR + Metric Rewrite Prompt

BULLET REWRITE PROMPT: The STAR + Metric Upgrade

Here is my current resume bullet:[INSERT YOUR BULLET POINT HERE]Rewrite this using the STAR method (Situation, Task, Action, Result) with a quantifiable metric.Constraints:- Keep it to 1-2 lines maximum- Use a strong action verb at the start- Include a specific number, percentage, or time measure- Use keywords relevant to [TARGET ROLE/INDUSTRY]- Avoid first-person pronouns (no 'I')Generate 3 different versions — vary the emphasis between the action taken and the result achieved.

💡 **When You Don't Have the Numbers**

The most common objection: 'I don't know the exact metrics.' Solutions: (1) Estimate conservatively and qualify it: 'reduced processing time by approximately 40%' is honest and still impactful. (2) Use volume: '500+ customer interactions per month,' '12-member team,' '₦15M project budget.' (3) Use frequency: 'weekly reporting,' 'daily stakeholder briefings.' Any specific number is better than no number.

Chapter 5: Resume Architecture — Format, Structure & Filenames

5.1 ATS-Safe Formatting Rules

The most beautifully designed resume in the world is worthless if the ATS cannot parse its text. These formatting rules are non-negotiable for any role going through an automated screening system:

- Single column only — two-column layouts confuse most ATS parsers, causing text to be read in the wrong order or skipped entirely
- No text boxes — text inside boxes is often invisible to ATS engines; use regular paragraphs
- No tables for content — tables in the work experience section frequently cause parsing errors; use clean text instead
- No graphics, logos, or icons — these cannot be read and take up space that should contain text
- Standard section headers — use conventional labels: 'Work Experience' or 'Professional Experience' (not 'My Journey' or 'Career Highlights')
- Standard fonts — Calibri, Arial, or Georgia. Avoid decorative fonts entirely
- File format — submit as a Word document (.docx) when given the choice; PDFs can cause parsing issues with some older ATS systems. Always check the application instructions.

5.2 The Optimal Resume Structure for 2026

Section	Content & Guidance	Length
Contact Information	Full name, city/country, professional email, LinkedIn URL, portfolio or GitHub link if relevant. No photo (international standard for ATS). No home address.	*3-4 lines*
Professional Summary	3-5 sentence paragraph. Include: target role title, years of experience, top 2-3 skills, and one specific career achievement. This section is read by both the ATS and the human first.	*3-5 sentences*
Core Skills	Bulleted list of 12-18 skills. Exact matches to job description keywords. Include: hard skills, tools, software, and key methodologies. This is your primary ATS keyword section.	*12-18 keywords*
Work Experience	Reverse chronological. Company name, your job title, dates (month/year). 3-5 STAR+Metric bullets per role. Each bullet starts with a strong past-tense action verb.	*3-5 bullets/role*
Education	Degree, institution, graduation year. For recent graduates: include GPA if strong, relevant coursework, and final year project. For experienced professionals: keep brief.	*2-4 lines*
Certifications	Certification name exactly as officially titled, issuing body, year obtained. Especially important in 2026: include AI-related certifications prominently.	*1-2 lines each*

Projects (Optional)	2-3 relevant projects with 1-2 STAR+Metric bullets each. Include link to portfolio/GitHub if available. Especially valuable for career changers and recent graduates.	*Optional — 1-2 projects*

📁 **The Human Filename Formula**

Recruiters receive hundreds of files named 'Resume.pdf' or 'CV_v3_final2.docx.' Your filename is the first branding impression before the document opens. Use: FirstName_LastName_TargetJobTitle_2026.pdf — for example: Adaeze_Okonkwo_DataAnalyst_2026.pdf. It is immediately searchable, immediately identifiable, and immediately professional.

Chapter 6: Practice Drills

Drill 1 — The Keyword Match (12 Minutes)

Use Jobscan (jobscan.co) or Yotru (yotru.com). You will need: your current resume (copy-paste is fine) and a real job description from a role you are interested in.

6. Go to jobscan.co → 'Scan Now.' Paste your resume text on the left.
7. Find a job description online (LinkedIn, Jobberman, MyJobMag, LinkedIn Jobs, or any company careers page). Paste it on the right.
8. Click 'Scan.' The tool generates an ATS match score (0-100) and lists missing keywords.
9. Note the TOP 5 missing keywords. These are your highest-priority additions.
10. For each missing keyword, decide: Skills section? Summary? A specific work experience bullet?

Drill 2 — The Bullet Rewrite (15 Minutes)

Take 3-5 of your current resume bullets and upgrade them using the STAR + Metric formula.

DRILL 2 SYSTEM PROMPT: Paste Once, Rewrite All

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I am going to give you 5 resume bullets from my current resume. For EACH one:1. Rewrite it using STAR + Metric format2. Start with a strong action verb3. Include at least one specific metric (estimate if needed – I will validate)4. Add 1-2 relevant keywords for [TARGET ROLE] where they fit naturally5. Keep each bullet to 1-2 lines maximumPresent your output as a numbered list matching my original order.[PASTE YOUR 5 BULLETS HERE]
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Drill 3 — The LinkedIn Headline (8 Minutes)

Your LinkedIn headline appears below your name and is visible in every search result, comment, and connection request. It is your 220-character personal brand statement.

DRILL 3 PROMPT: LinkedIn Headline Generator

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Based on my professional background:- Current role: [Your current role and organisation]- Key skills: [Skill 1, Skill 2, Skill 3]- Target role/opportunity: [What you are looking for or want to be known for]- Industry: [Your industry]Write 5 LinkedIn headline options that:1. Include my strongest skill or unique value proposition2. Mention my target opportunity3. Are under 220 characters4. Do NOT use clichés like 'passionate,' 'guru,' or 'rockstar'5. Vary in approach: one should be results-focused, one role-focused, one skills-focused
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Drill 4 — The Mock Interview (15 Minutes)

Use Google Interview Warmup (grow.google/interview-warmup) for speaking practice, or use Claude/Gemini for written STAR response coaching.

DRILL 4 MOCK INTERVIEW PROMPT: Behavioural Interview Coach

Act as a senior hiring manager interviewing me for the following role:[PASTE JOB DESCRIPTION]Step 1: Ask me ONE difficult behavioural interview question that tests [leadership / problem-solving / stakeholder management] — choose the competency most critical for this role.Step 2: I will respond.Step 3: Give me detailed feedback on my answer covering:- STAR structure: did I cover Situation, Task, Action, Result clearly?- Specificity: was my result measurable?- Relevance: was my story directly relevant to the role?- Delivery: was it concise (ideally 90-120 seconds when spoken)?- Suggested rewrite: show me a stronger version of my answerBegin with Step 1 now.

Chapter 7: LinkedIn Optimization — Your 2026 Digital Billboard

7.1 Why LinkedIn Is Your Primary Career Asset in 2026

In 2026, LinkedIn has 1.2 billion members globally and is the default professional networking platform across sub-Saharan Africa. For corporate jobs, consulting opportunities, international remote roles, and freelance clients, your LinkedIn profile is checked before your resume in most professional contexts. Recruiters who find you through LinkedIn have already decided you are worth a conversation — your profile must close the deal.

7.2 The Seven Highest-Impact LinkedIn Optimisations

- Headline — 220 characters. This is not just your job title. It should answer: what do you do, who do you do it for, and what result do you produce? Example: 'AI Solutions Architect | Building Private Cloud Infrastructure for West African Enterprises | BlueHarvest AI'
- Profile photo — professional, current, well-lit, plain background. LinkedIn research shows profiles with photos receive 21x more views and 36x more messages than those without.
- About section — 3-5 paragraphs. First paragraph: hook — who you are and the value you deliver. Second-third: specific achievements with metrics. Fourth: skills and expertise. Fifth: a call to action: 'Open to [consulting / senior roles / partnerships] — connect or message me directly.'
- Featured section — add your Portfolio Bot link (Day 8), your Day 5 Gamma presentation, your best writing samples, or a video introduction (Day 6 skills). This differentiates you from every LinkedIn profile with only text.
- Experience bullets — same STAR + Metric rules as your resume. LinkedIn profiles appear in Google search results; keyword-rich experience bullets improve your SEO beyond the platform.
- Skills section — add 5+ skills from the Day 10 series completion: 'Prompt Engineering,' 'AI Workflow Automation,' 'AI Content Creation,' 'Chatbot Development,' 'AI Image Generation.' These are searchable and increasingly recruiter-filtered.
- Open to Work / Creator Mode — configure your preferences to signal availability for the specific role types, industries, and location types (remote, Lagos, hybrid) you are targeting

> 🔗 **The Portfolio Bot Integration**
> Add your Day 8 Portfolio Bot Chatbase link to your LinkedIn Featured section as a custom link titled: 'Chat with my AI Career Assistant.' Any recruiter or potential employer who clicks will have an intelligent conversation about your background, skills, and how to contact you. In a sea of static LinkedIn profiles, this is a conversation-stopping differentiator.

Chapter 8: Cover Letters in 2026 — Personalised, Never Generic

8.1 The New Cover Letter Standard

The generic cover letter — the same text submitted to every employer with only the company name swapped — is immediately identifiable by recruiters and signals a lack of genuine interest. In 2026, AI makes personalisation effortless, which means the standard has risen: recruiters now expect a cover letter that demonstrates specific knowledge of the company, the role, and why your background is an exceptional match.

The key elements of a 2026 high-performance cover letter:

- A company-specific opening — reference something specific about the company: a recent announcement, a product they launched, a mission statement that resonates with you. Show you researched them.
- The match statement — 'My background in [X] directly addresses your need for [Y from job description], particularly [specific responsibility].'
- One signature achievement — your single most relevant STAR + Metric result from your career, written as a compelling 2-3 sentence story
- AI skill positioning — in 2026, mention your AI skills explicitly. Employers in every sector are looking for candidates who are AI-capable.
- A specific call to action — 'I would welcome the opportunity to discuss how my experience with [specific skill] could contribute to [specific team/project]. I am available for a call this week.'

8.2 The AI Cover Letter Generation Prompt

COVER LETTER PROMPT: Company-Specific, STAR-Powered

```
Write a professional cover letter for this role at [COMPANY NAME].Context:- Job Description: [PASTE JD HERE]- My resume/background: [PASTE RESUME SUMMARY OR TOP 5 BULLETS]- Company recent news/context: [PASTE 1-2 SENTENCES ABOUT SOMETHING SPECIFIC YOU KNOW ABOUT THE COMPANY]Requirements:1. Opening paragraph: reference the specific company detail to show genuine research2. Second paragraph: state the match between my background and the role's top 3 requirements3. Third paragraph: tell my most relevant achievement as a 2-3 sentence story with a metric4. Fourth paragraph: mention AI skills and enthusiasm for using them in this role5. Closing: specific call to actionTone: Professional, confident, and specific. NOT generic. NOT sycophantic.Length: 4-5 short paragraphs. Approximately 280-350 words.
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The Company News Research Hack

Use Day 3 skills (AI Research) to research your target company in 2 minutes. Prompt: 'What has [Company Name] announced, launched, or achieved in the last 6 months that would be relevant to someone applying for a [role] position?' Use Perplexity AI for current news. Use NotebookLM if you

> upload the company's annual report. That specific reference in your cover letter opening immediately sets you apart from 99% of applicants.

Chapter 9: Interview Preparation with AI

9.1 The Three Interview Formats You Will Face in 2026

Format	What It Tests	AI Prep Strategy
Behavioural Interview	Competency demonstration through past experience stories. Uses STAR framework.	AI generates likely questions from the JD. You practice STAR responses. AI evaluates and suggests stronger versions.
Situational / Case Interview	How you think through hypothetical scenarios and problems.	AI gives you 3 likely case scenarios from the role. Walk through your thinking aloud or in writing. AI critiques your framework.
AI-Driven Video Interview (HireVue, etc.)	Automated analysis of your spoken responses, delivery, and keyword use.	Google Interview Warmup. Practice speaking STAR answers. Eliminate filler words. AI analyses transcript.
Technical Assessment	Role-specific skills test: data analysis, writing, coding, design.	Claude simulates technical tasks for the role. Timed practice under realistic conditions.

9.2 The AI Interview Preparation System

INTERVIEW PREP SYSTEM PROMPT: Full-Role Interview Coach

I have an interview for [JOB TITLE] at [COMPANY]. Here is the job description:[PASTE JD]Please prepare me as follows:1. LIKELY QUESTIONS: Generate the 8 most likely interview questions for this specific role, sorted by: 3 behavioural, 2 situational, 2 technical/role-specific, 1 'Why this company?'2. RED FLAGS: What are the 2-3 areas where my background [briefly describe] may be a weak point for this role? What should I prepare to address proactively?3. QUESTIONS TO ASK: Give me 4 intelligent questions I can ask the interviewer that demonstrate strategic thinking and genuine interest in the business.4. KEY MESSAGES: What are the 3 core messages about my background and skills that I must communicate by the end of this interview?

Chapter 10: Positioning Your AI Skills — The 2026 Differentiator

10.1 Why AI Skills Are the Highest-Value Addition to Any CV in 2026

LinkedIn's 2025 Workplace Learning Report identified AI proficiency as the fastest-growing skill category in job postings globally — up 218% in two years. In Nigeria and West Africa, the World Economic Forum's Future of Jobs 2025 report identifies AI and automation skills as the top workforce priority for the next five years. This is not a niche technical skill; it is a cross-sector competency that every employer in every industry is now actively seeking.

Over the past ten days, you have built a professional-grade AI skills portfolio that includes:

- Prompt Engineering — CO-STAR framework, structured prompting, AI instruction design
- AI Content Creation — editorial workflow with AI, style injection, platform-adapted writing
- AI Research & Summarisation — multi-source research, verification protocols, knowledge synthesis
- AI Image Generation — S.V.C.L. prompting, commercial image creation
- AI Presentation Design — Gamma.app, Canva AI, AI-powered slide production
- AI Video Generation — Director's Prompt Formula, text-to-video, talking avatars
- AI Audio & Voice Production — vocal persona, music generation, podcast-quality audio
- AI Chatbot Building — knowledge base design, persona and guardrails, Chatbase deployment
- AI Workflow Automation — Zapier Copilot, Trigger-Brain-Action framework, multi-step automations
- AI Career Optimization — ATS strategy, STAR+Metric resume writing, AI-enhanced job search

10.2 How to Present AI Skills on Your Resume

❌ Before — Generic	✅ After — STAR + Metric
Skills: Microsoft Office, Communication, Teamwork, Problem-Solving	AI & Automation: Prompt Engineering (CO-STAR), AI Workflow Automation (Zapier), AI Chatbot Development (Chatbase/Voiceflow), AI Content Creation, AI Image GenerationSoftware: Claude AI, ChatGPT-4o, Gemini, Midjourney, Gamma.app, Zapier, Chatbase

10.3 How to Talk About AI Skills in an Interview

Prepare one specific STAR + Metric story for each of your AI skills. Interviewers want evidence, not claims:

> **AI SKILLS STORY PROMPT:**

> *I want to tell an interview story about my AI automation skills.Help me frame this as a STAR + Metric answer:Situation: I used to spend 3 hours per week manually compiling weekly reports across 4 spreadsheets.Action: I built a Zapier automation with an AI summarisation step that collects data from all four sources and emails a 3-section weekly report every Monday morning.Result: Reduced my report preparation time from 3 hours to zero. Have not manually compiled a report in 8 weeks.Write this as a 90-second spoken interview answer that sounds natural but professional.*

Chapter 11: Career Path Planning with AI

11.1 Using AI as a Career Advisor

AI in 2026 can serve as an on-demand career advisor — mapping potential trajectories, identifying skill gaps, comparing your profile to market benchmarks, and suggesting the most efficient path to your goals. Use these prompts:

CAREER TRAJECTORY PROMPT:

Based on my background:- Current role: [Title] at [Company/Sector]- Years of experience: [X years]- Key skills: [list 5-7]- Target role in 3-5 years: [Target Title]- Location preference: [Lagos / Remote / International]Analyse:1. What is the most direct career path from my current role to my target?2. What are the 3 most critical skill gaps I need to close?3. Which certifications or credentials would have the highest ROI for this trajectory in the Nigerian/West African market?4. Which companies or sectors in Nigeria are most likely to hire for my target role in 2026?5. What should my LinkedIn profile emphasise to attract the right opportunities?

11.2 The 90-Day Career Activation Plan

Use AI to build a personalised 90-day action plan:

90-DAY CAREER PLAN PROMPT:

Create a 90-day career activation plan for someone with my profile.Goal: [Land a role as / Get promoted to / Start freelancing as] [TARGET]Starting point: [Current situation]Time available per week for career development: [X hours]Structure the plan as:- Days 1-30: Foundation (resume, LinkedIn, skills gaps identification)- Days 31-60: Active outreach (applications, networking, portfolio building)- Days 61-90: Momentum (interviews, negotiations, decisions)Include 3 specific actions per phase.

Chapter 12: The Nigerian & West African Job Market in 2026

12.1 Where the Opportunities Are

The Nigerian job market in 2026 is characterised by a widening gap between AI-capable and AI-unaware candidates. Sectors with the highest demand for AI-skilled professionals:

- Financial Services — the banking sector (Access Bank, GTBank, Zenith, First Bank) and Fintech (Flutterwave, Paystack, Moniepoint, PiggyVest) are actively seeking data analysts, AI engineers, product managers with AI knowledge, and automation specialists
- Telecoms and Technology — MTN, Airtel, IHS Towers, and fast-growing Nigerian tech companies are hiring AI project managers, data scientists, and AI-assisted customer experience roles
- Consulting — Deloitte Nigeria, KPMG Nigeria, PwC Nigeria, and boutique strategy firms are hiring across all seniority levels for digital transformation and AI advisory projects
- FMCG and Retail — Unilever Nigeria, Nestle Nigeria, Jumia, and Konga are investing heavily in AI-driven marketing analytics, supply chain optimisation, and customer intelligence
- Remote and International — the growth of remote work infrastructure has made European, UK, and US companies increasingly accessible to Nigerian professionals. AI skills are the primary differentiator for remote roles.

12.2 Key Nigerian Job Platforms

- LinkedIn Jobs — primary platform for corporate, multinational, and remote roles
- Jobberman (jobberman.com) — Nigeria's largest job board with strong SME and mid-market coverage
- MyJobMag (myjobmag.com) — wide sector coverage, particularly strong for entry-to-mid level roles
- Ngcareers (ngcareers.com) — technology and digital sector focus
- Gebeya (gebeya.com) — Pan-African tech talent marketplace connecting skilled professionals to remote roles across Africa and internationally
- Andela (andela.com) — technology professionals specifically; remote-first global opportunities
- Toptal / Upwork — international freelance platforms accessible to Nigerian professionals; AI skills command premium rates

Chapter 13: Workbook — In-Session Exercises

Complete during the live classroom session.

Exercise 1: ATS Diagnosis

1	**What was your ATS match score from Jobscan/Yotru? (0-100)** Your answer: _____
2	**List the TOP 5 missing keywords the tool identified:** Your answer: _____
3	**For your most important missing keyword, where exactly will you add it in your resume (which section and which bullet)?** Your answer: _____

Exercise 2: STAR + Metric Rewrite

A	**Write your WEAKEST current resume bullet here (a duty-focused bullet with no metric):** Your answer: _____
B	**Write the AI-generated STAR + Metric rewrite. Which version feels more powerful and why?** Your answer: _____
C	**What metric did you use or estimate? Is it conservative enough to be credible?**

Your answer: _____

Exercise 3: LinkedIn Headline

A

Write your current LinkedIn headline here:

Your answer: _____

B

Write your BEST AI-generated headline from Drill 3. What makes it better?

Your answer: _____

C

Which of the 10 AI skills from this series are you most proud of? How would you describe it in an interview?

Your answer: _____

Chapter 14: Day 10 Assignment — Your Career Level-Up

> 🏆 **Your Complete Career Level-Up Package**
>
> *Complete all five steps before your next job application. Estimated time: 45-60 minutes.*

Step 1 — ATS Scan & Keyword Integration

11. Set up a free account on Teal (tealhq.com) or Jobscan (jobscan.co).
12. Upload your current resume (or paste the text).
13. Choose a real job you would like to apply for and paste the description.
14. Run the ATS scan. Record your initial match score.
15. Add the top 3 missing keywords to your resume (Skills section and one relevant bullet per keyword).
16. Re-scan and record your new score. Target: minimum 70% match before applying.

Step 2 — Rewrite 5 Bullets with STAR + Metric

17. Identify your 5 weakest resume bullets — duty-focused statements with no metric.
18. Use the Bullet Rewrite Prompt from Chapter 6 to generate 3 versions of each.
19. Select the strongest version for each. Replace the original in your resume.
20. Ensure every bullet now begins with a strong action verb and contains at least one metric.

Step 3 — Refresh Your LinkedIn Headline and About Section

21. Use the LinkedIn Headline Generator prompt from Drill 3.
22. Update your LinkedIn headline with the strongest generated version.
23. Update your About section first paragraph to include your new AI skills.
24. Add at least 3 AI skills to your Skills section: 'Prompt Engineering,' 'AI Workflow Automation,' and one more from the series.
25. Add your Portfolio Bot link (Day 8) to the LinkedIn Featured section.

Step 4 — Write One Tailored Cover Letter

26. Choose the specific role you scanned in Step 1.
27. Research 1-2 specific things about that company (recent news, a recent product, their stated mission).
28. Use the Cover Letter Generation Prompt from Chapter 8 to generate a draft.
29. Personalise and edit — especially the opening reference to the company.

30. Name the file correctly: FirstName_LastName_[Role]_CoverLetter_2026.pdf

Step 5 — Complete an AI Mock Interview

31. Choose the role from Step 1 as your target.
32. Use the Full-Role Interview Coach prompt from Chapter 9 with Claude or Gemini.
33. Practice 2-3 behavioural questions with written STAR answers.
34. Use Google Interview Warmup (grow.google/interview-warmup) to practice speaking answers aloud.
35. For your weakest answer, ask the AI to rewrite it stronger — then memorise the structure (not the words).

Reflection Questions

1	**What was your initial ATS match score? What is your score after adding keywords? What does this tell you about your original resume?** Your answer: _____
2	**Which of your STAR + Metric rewrites surprised you most with how much stronger it sounded? What was the key difference?** Your answer: _____
3	**How will you present your AI skills from this series in your next interview or professional conversation?** Your answer: _____
4	**What is the one career goal you will pursue in the next 90 days using the skills from this series?** Your answer: _____

Chapter 15: Series Graduation — What You Have Built

🏆 **Congratulations — Series Complete**

You have completed the 2026 AI Skills Series.

Below is the complete stack of skills you have built:

Day	Topic	Core Skill	Your New Capability
1	**Prompt Engineering**	*CO-STAR Framework*	Direct AI with precision — any tool, any task
2	**AI Content Writing**	*Style Injection + Anti-AI-ism*	Write blogs, emails, posts that sound fully human
3	**AI Research**	*Three Deep-Dive Techniques*	Synthesise complex information in minutes, not hours
4	**AI Image Generation**	*S.V.C.L. Prompting Formula*	Create commercial-quality images for any purpose
5	**AI Presentations**	*Three-Step One-Click Workflow*	Build professional slide decks in 5 minutes
6	**AI Video Generation**	*Director's Prompt Formula*	Produce professional video content without a camera
7	**AI Audio & Voice**	*Vocal Persona Formula*	Record studio-quality audio with AI narration and music
8	**AI Chatbot Building**	*Three Pillars (KB, Persona, Guardrails)*	Deploy a 24/7 digital assistant in 15 minutes
9	**AI Workflow Automation**	*Trigger-Brain-Action Framework*	Build automations that permanently eliminate busywork
10	**AI Career Optimization**	*STAR + Metric + ATS Strategy*	Beat the bots and win the human in every application

Chapter 16: References & Further Learning

16.1 Core References

- LinkedIn (2025). LinkedIn Workplace Learning Report 2025. Available at: learning.linkedin.com/insights/workplace-learning-report
- McKinsey Global Institute (2023). The State of AI in 2023. Available at: mckinsey.com/capabilities/quantumblack
- World Economic Forum (2025). Future of Jobs Report 2025. Available at: reports.weforum.org
- Jobscan (2025). How Applicant Tracking Systems Work in 2025. Available at: jobscan.co/applicant-tracking-systems
- LinkedIn Talent Solutions (2025). Global Talent Trends: AI in Hiring. Available at: business.linkedin.com/talent-solutions
- Google (2024). Interview Warmup — AI-Powered Mock Interview Tool. Available at: grow.google/interview-warmup

16.2 Tools to Explore

- Teal — tealhq.com (all-in-one career management, ATS scoring, application tracking)
- Jobscan — jobscan.co (ATS match scoring, keyword gap analysis)
- Yotru — yotru.com (ATS tool calibrated for African and UK/EU market roles)
- Rezi — rezi.ai (AI resume writing with ATS optimisation)
- Google Interview Warmup — grow.google/interview-warmup (free spoken practice with AI analysis)
- Jobberman — jobberman.com (Nigeria's primary job board)
- MyJobMag — myjobmag.com (Nigerian job board with wide sector coverage)
- Gebeya — gebeya.com (Pan-African tech talent marketplace)

16.3 The Next Step — Continuous Learning

- LinkedIn Learning — learning.linkedin.com (AI skill courses, free with Premium)
- Coursera Google AI Essentials — coursera.org (free-to-audit, certificate option)
- DeepLearning.AI Short Courses — deeplearning.ai (highly practical AI application courses)
- Anthropic Prompting Guide — docs.anthropic.com/en/docs/build-with-claude/prompt-engineering/overview

🏆 You Did It.

Ten days. Ten skills. A complete AI production and career stack.

Add these skills to your resume. Tell that story in every interview. You have earned it.