

REMOTE READY CV KIT

Two AI Prompts + A Professional CV Template

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A real Pakistani family — sharing everything we know.

What is inside this kit:

Prompt 1 — If you already have a CV and need it fixed for remote jobs

Prompt 2 — If you are starting from zero and need a CV built from scratch

Template — A clean, ATS-optimised CV template you can fill in right now

Run both prompts on Claude at claude.ai — completely free.

How To Use This Kit

This kit gives you two things: AI prompts to write or fix your CV, and a ready to fill template to use immediately. You do not need to be a designer or a writer. You just need Claude and 30 minutes.

Step 1

Go to claude.ai — free to use, no account needed

Step 2

Copy the prompt that applies to you — Prompt 1 if you have a CV, Prompt 2 if you do not

Step 3

Fill in the parts in [brackets] with your own information and paste into Claude

Step 4

Copy the output into the CV template provided on the last pages of this document

Step 5

Export as PDF before sending. Never send a Word doc unless specifically asked.

Important before you start:

ATS stands for Applicant Tracking System. Most international companies use software to filter CVs before a human ever sees them. If your CV is not formatted correctly or missing the right keywords, it gets rejected automatically — before any hiring manager reads a single word.

Both prompts below are written to make your CV pass ATS first, then impress the human reading it second.

Prompt 1

I Already Have a CV — Fix It For Remote Jobs

Copy everything below. Replace all [bracketed text] with your real information. Paste your entire CV text at the bottom where indicated.

PROMPT 1 Fix My CV For Remote Jobs

You are a senior recruiter with 10 years of experience hiring for remote roles at international companies. You are also a personal branding expert who helps professionals stand out in competitive job markets.

I am going to share my current CV with you. I need you to do the following:

PART 1 — HONEST AUDIT

Tell me what a hiring manager sees in the first 6 seconds when they look at this CV. What is the immediate impression?

Tell me what is missing that is actively hurting my chances.

Tell me what one single change would make the biggest difference.

Tell me whether this CV would pass ATS software — and what specific keywords or formatting issues would cause it to be filtered out.

PART 2 — REWRITE

Rewrite my entire CV so that it is:

- Optimised for ATS with the right keywords for remote work
- Written for a human hiring manager who is reading 200 CVs a day and needs to find a reason to keep reading within 6 seconds
- Structured cleanly with clear sections: Summary, Skills, Experience, Education
- Honest — do not invent experience I do not have, but reframe what I do have in the strongest possible way
- Remote-ready — make it clear I am a strong candidate for fully remote international roles

In the Summary section, write 3 to 4 sentences that immediately communicate who I am, what I do, and why a remote company should hire me specifically.

For each job in my experience, rewrite the bullet points to show impact not just tasks. Use numbers where possible. Start each bullet with a strong action verb.

PART 3 — REMOTE KEYWORDS

Give me a list of 15 keywords I should include in my CV for remote job applications. These should be relevant to my field and to remote work specifically.

Here is my current CV:

[PASTE YOUR ENTIRE CV TEXT HERE — copy paste everything including all sections]

My target job type is: [eg: virtual assistant / Meta Ads manager / content writer / software developer]

My target companies are: [eg: US startups / UK agencies / global tech companies]

Prompt 2

I Have No CV — Build One From Scratch

Copy everything below. Replace all [bracketed text] with your real information. Be as detailed as possible — the more you give Claude, the better your CV will be.

PROMPT 2 Build My Remote CV From Scratch

You are a senior recruiter with 10 years of experience hiring for remote roles at international companies. You are also a personal branding expert who specialises in helping people with non-traditional backgrounds land remote jobs.

I need you to build me a complete, professional CV from the information I am about to share. I do not have an existing CV.

Please build a CV that is:

- Optimised for ATS software used by international remote companies
- Written for a human hiring manager reading 200 CVs a day
- Structured with: Professional Summary, Core Skills, Work Experience, Education, and Additional Information
- Remote-ready — showing I am a capable, self-directed professional who can work independently across time zones
- Honest — only use what I tell you, but frame it in the strongest possible way

Here is everything about me:

MY BACKGROUND:

Full name: [your full name]

Location: [city, country — eg: Karachi, Pakistan]

Email: [your email]

LinkedIn or portfolio: [if you have one, or write none]

MY EXPERIENCE:

[Write everything you have done — jobs, freelance work, volunteer work, running a household, managing projects, anything. Even if it does not seem relevant, include it. Do not filter yourself here. Write as much as you can.]

CAREER GAP (if applicable):

[If you have a gap in employment, explain what you were doing — raising children, caregiving, self study, freelancing, anything. Be honest.]

MY SKILLS:

[List everything you can do — computer skills, languages, tools, soft skills, anything]

MY EDUCATION:

[Degrees, certificates, online courses, anything you studied formally or informally]

THE JOB I AM TARGETING:

Job title: [eg: Virtual Assistant / Social Media Manager / Meta Ads Specialist / Content Writer]

Type of companies: [eg: US small businesses / UK marketing agencies / global remote-first companies]

I want to work: [fully remote / part time remote / flexible hours]

ANYTHING ELSE I WANT TO ADD:

[Anything else you want a hiring manager to know about you]

Once you have written the CV, also give me:

1. The top 15 keywords I should make sure are visible in this CV for ATS
2. One sentence I can use as my LinkedIn headline
3. A 3 line professional bio I can use on my Instagram or portfolio page

Your Full Name

Remote [Your Job Title] — Available Immediately

your.email@gmail.com | linkedin.com/in/yourname | Pakistan (Open to Remote Worldwide) | yourportfolio.com

PROFESSIONAL SUMMARY

[Write 3 to 4 sentences here. Sentence 1: who you are and your strongest skill. Sentence 2: years of experience and what you have done. Sentence 3: what you bring to a remote team specifically. Sentence 4: what kind of role you are looking for.]

CORE SKILLS

Technical

[eg: Meta Ads Manager, Google Analytics, Canva, Notion, Slack, Zoom, Trello]

Remote Work

[eg: Async communication, self-directed, time zone management, Payoneer, Wise]

Languages

[eg: English — Professional | Urdu — Native | Punjabi — Conversational]

Soft Skills

[eg: Client communication, deadline management, independent working, problem solving]

WORK EXPERIENCE

[Your Job Title]

[Company Name or Client Name]

[Month Year — Month Year]

Remote

- ▶ [Describe what you did — start with an action verb. eg: Managed Facebook and Instagram ad campaigns for 3 e-commerce clients with a combined monthly budget of \$5,000]
- ▶ [Add a result with a number wherever possible. eg: Reduced cost per lead by 32% over 3 months through A/B testing of ad creatives]
- ▶ [Add one more achievement or responsibility that shows your value]

[Your Job Title]

[Second Company or Client]

[Month Year — Month Year]

[Remote / Karachi, Pakistan]

- ▶ [What you did — action verb first]
- ▶ [Result or achievement with a number if possible]
- ▶ [Additional responsibility or skill demonstrated]

Career Gap Note (include this if you have one):

[Month Year — Month Year] | [Brief honest explanation eg: Full-time parent and caregiver — during this period I completed [X online course] and [freelanced / ran a household / built a skill in X]]

EDUCATION

[Degree / Certificate / Course Name]
[University or Institution Name]

[Year Graduated]
[City, Pakistan]

- ▶ [Optional: one relevant detail — grade, specialisation, relevant project, or achievement]

[Course Name]
[Online Course Platform eg: Coursera / DigiSkills / Khudmukhtaar]

[Year Completed]
Online

- ▶ [What you learned and how it applies to the job you are targeting]

ADDITIONAL INFORMATION

Availability

[eg: Available immediately / 2 weeks notice / Part time from Month Year]

Payment

[eg: Payoneer / Wise — accepting international payments from Pakistan]

Work Hours

[eg: Flexible / UK hours / US Eastern / Pakistan Standard Time]

Portfolio / Work Samples

[eg: Available on request / yourportfolio.com]

*This template was created by The Ahmeds | hamari.life.in.flow
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