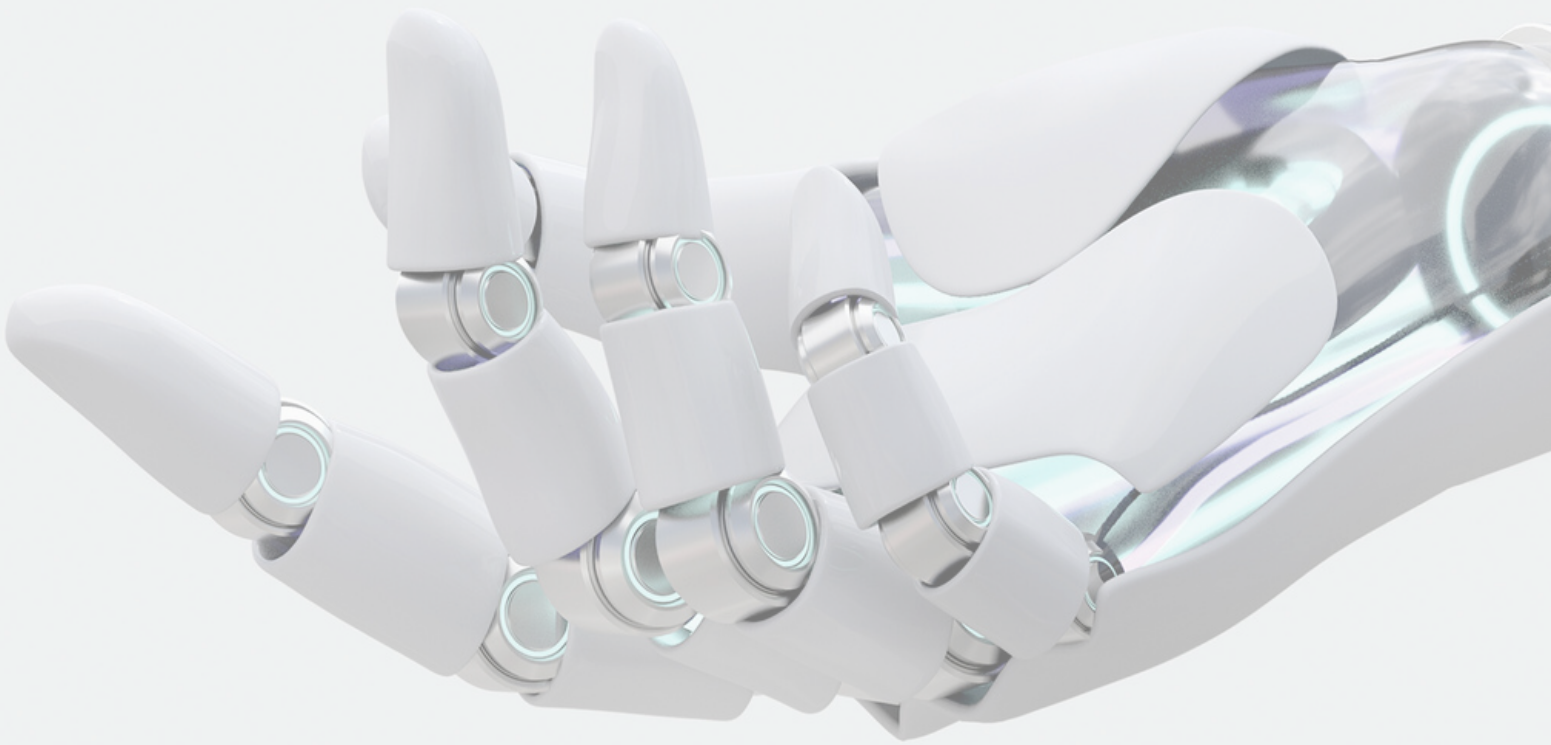


AI Skills Swipe Sheet



For Résumés, LinkedIn, Websites
& Client Proposals

tinamariehilton.com



Hey there!

You don't need to speak fluent robot to claim AI skills on your résumé or website. If you've ever asked ChatGPT to help you rewrite an email, brainstorm a caption, or organize a messy idea into something that resembles a plan you're already using AI in meaningful ways.

The problem? Most people (especially women) don't realize those everyday uses count. They do. And you should get credit for them—whether you're updating your LinkedIn, pitching a new client, or just trying to prove to yourself that yes, you're keeping up just fine.

This swipe sheet is your cheat code. No tech snobbery, no inflated buzzwords just real examples of how to talk about what you're already doing with AI. Use them where they make sense. Toss what doesn't fit. The point is: you've got more to work with than you think.

tina marie♥

For Job Seekers & Professionals

Sprinkle these into your résumé or LinkedIn profile.

Résumé Phrases:

- Leveraged AI tools (e.g., ChatGPT) to draft, edit, and refine communications
- Streamlined tasks using AI-generated summaries and to-do lists
- Brainstormed creative content and project ideas with generative AI
- Improved research speed and accuracy using AI-assisted search
- Integrated AI into daily workflow to reduce turnaround time

LinkedIn Profile Language:

- Exploring ethical AI tools to enhance my workflow and communication
- Building fluency in AI for productivity and problem-solving
- Using ChatGPT to support writing, research, and ideation
- Embracing innovation with an open mind and adaptable spirit



For Small Business Owners & Freelancers

Let clients know you're future-ready.



Website / Services Page Ideas:

- Uses AI-assisted workflows to streamline delivery and boost efficiency
- Combines intuitive insight with tech-forward solutions, including AI
- Integrates ethical AI tools for brainstorming, content refinement, and strategy
- Leverages tools like ChatGPT for rapid iteration and clarity



About Page / Bio Lines:

- Staying current with tech, including AI tools like ChatGPT and Claude
- Balancing human connection with AI-enhanced processes
- Passionate about smart, soul-aligned business practices (and yes, that includes AI)



Proposal Copy:

- I use AI to speed up copy drafts, structure content, and simplify complex tasks
- My workflow includes smart AI tools—so your project runs lean without losing quality
- Expect strategic thinking enhanced with AI support (all human-approved)

Low-Stakes Tools to Practice With

- **ChatGPT** (chat.openai.com) — great for writing, organizing, and outlining
- **Claude** (claude.ai) — works well with long documents and editing
- **Notion AI** — productivity meets planning
- **Canva Magic Write** — AI + design, simplified
- **TidyCal + Zapier** — automate your backend brilliance

A Final Nudge

If you're experimenting with AI—even casually—you're ahead of the curve. You don't need to be fluent. You just need to start showing what you can do.

✨ Show your adaptability. Own your curiosity. Give yourself credit.

You've got this.