

MODULE 2 · WEEK 2 · LESSON 4

Writing with AI: Emails, Reports and CVs that Sound Like You

Voice-matching and the 70/30 rule

WHAT YOU WILL BE ABLE TO DO

- Teach a model your writing voice with samples
- Apply the 70/30 rule (you write 70%, AI refines 30%)
- Produce a CV bullet set from raw experience notes

LESSON CONTENT

Voice-matching in three samples

Paste two or three pieces of your own good writing and say: 'Analyse my style: sentence length, formality, favourite phrases. Then rewrite the draft below in that voice.' The result stops sounding like a chatbot.

The 70/30 rule

You produce 70% of the substance - facts, decisions, opinions, numbers. AI contributes 30%: structure, tightening, tone. Invert the ratio and the work sounds hollow and reads generic to any experienced reader.

From notes to CV bullets

Raw: 'helped with stock counts'. AI-assisted: 'Coordinated weekly cycle counts across 400 SKUs, cutting stock discrepancies by 18% in one quarter.' The numbers and truth are yours; the framing is the AI's gift.

KEY TERMS

Voice-matching	Conditioning a model on samples of your own writing.
70/30 rule	Human substance 70%, AI refinement 30%.
Action verb bullets	CV lines starting with verbs and carrying numbers.
Ghostwriting risk	Text so AI-voiced it undermines credibility.

HANDS-ON TASK

Voice file + CV sprint · Tools: Chat assistant + Google Docs

1. Create a 'voice file': 3 samples + a 5-line style note.
2. Rewrite 5 life/work experiences into numbered CV bullets.
3. Read each aloud; delete anything you wouldn't say.

KEY TAKEAWAYS

- ✓ Before you go, three takeaways from this lesson.
- ✓ One: Teach a model your writing voice with samples.
- ✓ Two: Apply the 70/30 rule (you write 70%, AI refines 30%).
- ✓ Three: Produce a CV bullet set from raw experience notes.
- ✓ And your hands-on task: voice file + cv sprint.

- ✓ Create a 'voice file': 3 samples + a 5-line style note.
- ✓ When it is done, mark the lesson complete on your dashboard, keep the artifact for your portfolio, and step into the next lesson.
- ✓ I will see you there.

Watch the lesson video on your dashboard, complete the task, then mark the lesson complete. Your artifact belongs in your Portfolio of Evidence.