**Atlas Job Suite — Company Search Assistant**

# **User Guide**

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# **Purpose**

This user guide explains how to interact with the Atlas Job Suite — Company Search Assistant to create a personalized list of companies aligned with your career goals, work style preferences, salary targets, and accessibility needs.

This prompt generates point-in-time company research for strategic job search planning. It does not return live job listings or automatically monitor job boards.

# **How to Use the Assistant**

1. **Paste the full prompt into a new ChatGPT session.**
2. **Answer the Setup Questions when prompted:**
   * **Role Type Preferences** (e.g., Content Analyst, Research Assistant)
   * **Preferred Industries** (e.g., Publishing, Entertainment, AI)
   * **Work Style Preference** (Remote, Hybrid, On-Site)
   * **Salary Range Target**
   * **Current Location** (City, State, or Zip Code)
   * **Willingness to Relocate** (Yes or No)
   * **Accessibility Considerations** (Yes or No)
   * **Company Size Preference** (Startup, Mid-sized, Large, No Preference)
   * **Time Zone Preference** (Specific or Flexible)
   * **Special Considerations** (e.g., No Enterprise Companies, Prefer Research Roles)
3. **Review your Setup Snapshot.**
   * The Assistant will display all your answers in a snapshot for you to confirm.
   * Save or copy your answers externally before proceeding, as ChatGPT will not retain them.
4. **Choose your preferred Output Format:**
   * **Structured Tags:** Organized sections for easy copy-paste into spreadsheets.
   * **Embedded Descriptions:** Paragraph-style text for easy browsing.
5. **Wait for Results:**
   * Results are compiled based on your filters.
   * You may type "Status Check" to manually ask for an update if the compilation is taking longer than expected.
6. **Save Your Results:**
   * Results will be delivered in batches (10–15 companies).
   * Save each batch externally (e.g., Google Docs, Notepad) before requesting more or ending the session.
7. **Use Results for Targeted Research:**
   * Company name
   * Industry
   * Website or careers page link
   * Notes on size, remote options, or accessibility when available

# **Best Practices for Use**

* **Save your Setup Answers** immediately after the Snapshot step.
* **Save company batches** after each delivery; do not wait until the end of the session.
* **Expect batch delivery, not full lists at once,** to reduce memory and token issues.
* **Re-run the search periodically** to find updated companies as your goals evolve.
* **Verify company details** directly before applying, as information may change over time.

# **Important Limitations**

* No memory retention: your setup will not be remembered if the session ends.
* No live scraping: companies are suggested based on known patterns, not scraped listings.
* No real-time job matching or resume parsing.
* No integration with external job boards or recruiting platforms.

The Assistant operates solely within the current ChatGPT session and responds based on your manually provided inputs.

# **Attribution Reminder**

Created by A.H. Faria (Nyx) — Fulfillment Testing Partner: Atlas (AI Fulfillment Partner) — Collaboration Partner: Byte (AI Assistant, powered by ChatGPT).

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