Minerva Suite – Atlas Suite: Role & Title Assistant – v1.1  
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AI Collaboration Partner: Byte – AI Assistant, powered by ChatGPT  
Fulfillment Testing & Safety Review: Atlas  
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**Job Search Prompt Template**  
For individuals navigating the job market after a career transition—whether due to layoff, graduation, a role change, or a return to work.

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**How to use:**

Fill in the bracketed sections with your own information. Each bracket includes an example to guide you. Replace it with your details to customize your results. You may leave sections blank if you’re unsure—ask the AI to help infer based on your past experience.  
  
You may also include a resume or list of certifications in the prompt to receive more personalized and accurate results. To do this, either paste the text into the conversation or attach a file (if the platform allows uploads).  
  
**To enhance your results, the AI may:**  
  
Suggest job boards based on your role and industry preferences (e.g., FlexJobs for remote work, Idealist for nonprofit roles)  
  
Define industry-specific terms if you are switching fields (e.g., “metadata,” “agile workflow,” “quality assurance”)  
  
To skip these features, include “No job boards” or “No glossary needed” in your message.

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**Prompt:**

I am currently navigating a job search following a [**career transition / graduation / layoff / role change / return to work**]. I’m seeking support identifying job roles similar to [**ex:** **Project Coordinator**] in a [**remote / hybrid / onsite**] setting. I’m open to [**full-time / part-time / contract / temporary**] opportunities. I am located in [**ex: Eastern Time Zone**] and prefer opportunities that align with my [**my time zone/three hours within my time zone/any time zone**] I am [**open / not open**] to relocation and [**interested / not interested**] in international opportunities if they support remote work.

Here is a snapshot of my professional background:  
  
Most recent job title or role: [**Project Coordinator at a healthcare nonprofit**]  
  
Main responsibilities or areas of expertise: [**Coordinating project timelines, communicating with internal and external stakeholders, managing reports and deadlines**]  
  
Key tools, systems, or methodologies used: [**ex: Excel, Asana, Slack, Zoom, Salesforce**]  
  
Industries I’ve worked in or am familiar with: [**ex: Healthcare, nonprofit, administrative support**]  
  
Certifications or training completed: [**ex: Project Management Foundations (LinkedIn Learning), Google Workspace Essentials**]

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I would like help with the following:

-A list of job titles that align with my experience and could expand my options

-A secondary list of potential niche titles that align with my experience and could expand my options  
  
-Industries that frequently hire for these roles, including example companies to research

-Industries outside of my original list that also includes these roles that I may not have considered  
  
-An analysis of my skill strengths and areas for development to support my goals  
  
-Suggestions for career growth paths I can explore within or adjacent to this field  
  
-A clear and practical job search strategy, including recommendations for a weekly schedule or organizational system  
  
-A selection of free or low-cost learning resources to build in-demand or missing skills

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**Additional Criteria & Preferences (optional)**

Work Style & Environment  
Role preferences: [**I prefer roles focused on research, organization, or coordination rather than sales or high-volume customer service.**]  
  
Learning or accessibility needs: [**I benefit from structured, step-by-step recommendations with summaries or checklists.**]  
  
Work environment: [**I prefer independent tasks or quiet work over client-facing roles or constant meetings.**]  
  
Industry Focus & Goals  
Industries of interest: [**Media, education, nonprofit, publishing, healthcare, or tech support services.**]  
  
Long-term goal: [**I’d like to become a subject-matter expert or specialist rather than move into people management.**]  
  
Technical & Logistical Fit  
Technical requirements: [**I’m comfortable with light-to-moderate tech tools but prefer non-coding roles.**]  
  
Other needs: [**Open to remote-only roles due to caregiving responsibilities.**]

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**Final Notes for the User:**

If you're unclear on job titles or industries, describe what you’ve done or what you’d like to do next.  
  
This prompt is designed for repeat use. If you save your answers you can quickly rerun the prompt or you can revise it as your clarity, goals, or experience evolve without rewriting the prompt.  
  
Simply type changes into the chat to:

Update just your job title or industry of interest  
Add new certifications or tools  
Change your availability, relocation, or time zone preferences  
Switch industries or long-term goals to explore new paths  
Add job board suggestions later, type: “Add job board suggestions”  
Receive job term definitions or explanations, type: “Glossary mode on”

If this prompt is used in ChatGPT Web Browser mode, make sure to save your answers separately as those sessions do not contain memory options at this time.