

# 22 ChatGPT **PROMPTS** to Ace Your Job Search in 2024





# Resume Prompts

## Create a professional resume from scratch

You are a resume-creating expert. Please create a professional resume for College: **[Your College Name]**, Degree: **[Your Degree]**, Job Role: **[Your Target Job Role]**, Name: **[Your Name]**, Skills: **[Your Skills]**

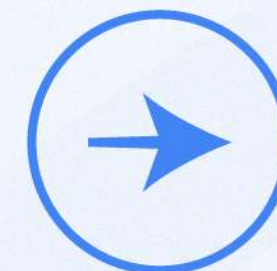
## Write a compelling summary

Please find my resume below. I'm interested in the position of **[Your Job Title]**. Please remove the readability by rewriting it. Add action verbs and profile-centric keywords to make it ATS-friendly.

## Tailor your resume for the job description

Tailor my resume to this job description **[PASTE JOB DESCRIPTION]**. Here is my resume: **[COPY/PASTE YOUR CURRENT RESUME]**





## Make an ATS-Friendly Resume

Please find my resume below. I'm interested in the position of **[your job title]**. Please improve the readability by rewriting it. Add action verbs and profile-centric keywords to make it ATS-friendly. **[Paste your resume here]**

## Add keywords to your resume

I'm applying for the job role of **[Your profile]**. Give me a list of keywords I should include in my resume.

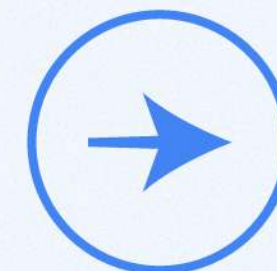
## Proofread your entire resume

**[Paste full resume text]** Please proofread it and show all the spelling mistakes and grammatical errors

## Include action verbs

I am sharing the Work Experience section of my resume below. Please rewrite it using action verbs. **[PASTE THE CONTENT]**





# Cover Letter Prompts

## Write a cover letter from scratch

Act as a cover letter writer. Write a persuasive cover letter tailored for this job description [**Paste the job description**] Make sure you align it with my resume [**Paste your resume**]

## Using your bio

Generate a Cover Letter for the role of [**Your Role**] at [ **Your Company**]. Explain why I am the best fit for the position using the details given below:

My Name: [**Your Name**]

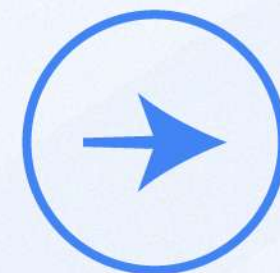
My Contact Information: [**Your Email, Phone Number and Address**]

My Professional Experience: [**Your Experience**]

My Education: [**Educational Details**]

My Successful Projects: [**Your Project Details**]





## Using the job description

I am applying for the position of **[Job Title]** at **[Company Name]** and would like a persuasive and convincing cover letter that incorporates the job description. Keep a polite tone and keep to the word limit of 200. This is the job description: **[insert your desired job description here]**.

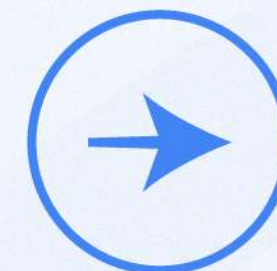
## Proofread the cover letter

**[Paste the cover letter]** Please proofread it. Do check for any grammatical or spelling errors and make sure all the necessary information is included and clearly conveyed.

## Rewrite your existing cover letter

Rewrite my existing cover letter for a **[position title]** position at **[company name]** in a way that highlights my experience in **[skill or qualification]** and how it will benefit the company: **[paste your existing cover letter here]**





# LinkedIn Profile Prompts

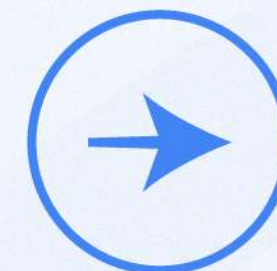
## Write an attention-grabbing headline

Write me a LinkedIn headline using this formula "Major achievement | Job Title at current company | Industry keywords | The problem you solve" Here is 1 example for the same "Generated \$1M in sales revenue | Sales Director @ ABC Corporation | Strategic Sales & Client Relationship Management | Helping you increase revenue & profit margins". I am a **[your target job role]**. Make sure it is below 220 characters and use numbers to make it more result oriented.

## Add the right skills

I want to optimize my LinkedIn skill section. Give me a list of 25 important skills relevant to the job role of **[Your job role]** also give me an additional list of software/tools that are relevant for a **[your job role]**





## Upgrade your experience section

I want to improve my experience section on LinkedIn. Here is my job title and company's name **[write your job title @ company name]**. Write a succinct, impact-focused description for this role. Here are the major things I was handling here **[Write down some pointers about your role & responsibility]**. Give me the results in the form of bullet points.

## Get your skills endorsed

I want to get my skills endorsed on LinkedIn. Write me a polite and persuasive message which I could send to my connections requesting to endorse my skills. Keep it short and sweet!

## Get recommendations from your connections

I want to get recommendations on my LinkedIn profile. Write me a polite and persuasive message that I can send to my [colleague/manager/client]. Keep it short and sweet!





# Job interview prompts

## For Mock Interview

Consider yourself as a hiring manager and ask me questions on **[Your Domain]**, and I'm going to provide an answer.

Give me feedback on my answer in the form of a list:

What part of my answer stood out?

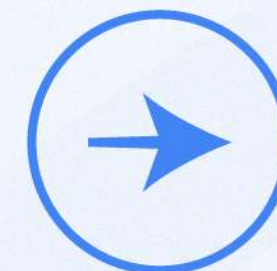
What pieces were missing?

What did I do well, and what may I have done differently, in light of best practices for interviews?

## Get a list of interview questions

Consider yourself a hiring manager, Shoot me potential questions a **[Your Role]** might face at **[Company]**, what answers they could provide, and how it shows relevant skills. Here is the job description for the same **[Put The Job Description]**





## Answer role-specific questions

How can I respond to this interview question of **[Paste The Question]** for a **[Your Target Role]** role? Also, please provide a sample answer which could be answered in under 2 minutes.

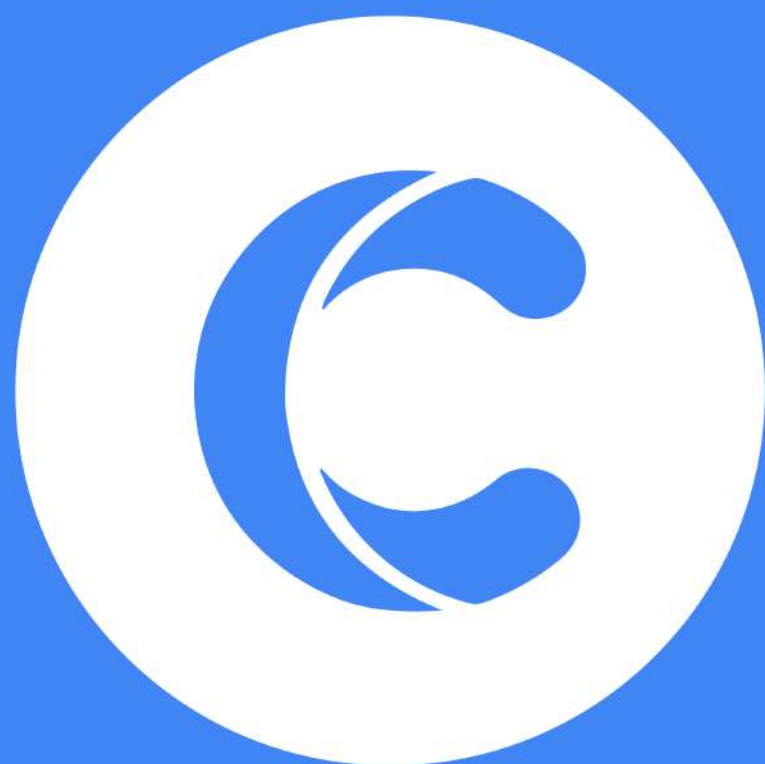
## Ask smart questions in the interview

Can you suggest 3-5 strategic questions I can ask the hiring manager at the end of the interview based on this job **[Copy/Paste The job description]**

## Ask smart questions in the interview

You are a hiring manager. Who is looking for a **[Job Role]** candidate, your company operates in the **[Your Domain]** space whose target market is **[Target Market]**. Give me a list of all the things you are looking for in a candidate who would be suitable for the role. Do you understand?





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