### ****GPT Setup Guidelines and Full Setup Guide****

Below is a structured **step-by-step guide** for setting up a **GPT-based** personal statement generator that meets all the **word count**, **content precision**, and **formatting** requirements.

### ****Step 1: Refined Prompt Engineering****

This step focuses on the **refined prompt** structure for generating a perfect personal statement. It must guide the GPT through each section, ensuring each follows the strict word count, content structure, and flow required.

#### ****Core Prompt for Generating Personal Statement****

\*\*Dear Recruitment Team,\*\*

I am applying for the [specific role] and am confident in my suitability for this role. I bring over 3 years of direct experience in healthcare support roles, including expertise in [mention specialties such as orthopaedic care, maternal care, wound care, etc.]. Having worked in [specific hospital or care facility], I have assisted with conditions like [5 conditions relevant to role]. Additionally, I embody the values of [Trust Value 1] and [Trust Value 2] that resonate with my personal approach to patient care.

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\*\*Section 2: Education/Qualifications (Exactly 250 words)\*\*

In my education, I have completed [specific qualifications], including [mention any relevant degree or training]. A notable experience includes [Insert STAR scenario here]. [Ensure STAR format is applied: Situation, Task, Action, Result]. I am qualified in [mention relevant certifications or modules related to the role].

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\*\*Section 3: Experience/Knowledge (Exactly 300 words)\*\*

Having worked in healthcare settings, I have developed expertise in managing conditions like [mention conditions], including providing assistance with [mention specific interventions]. In my role at [Hospital/Care Facility], I have gained in-depth knowledge in [mention systems like EMIS or SystemOne] and clinical protocols. A specific scenario that highlights this is [Insert STAR scenario]. [STAR method must be strictly followed.]

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\*\*Section 4: Skills/Abilities (Exactly 300 words)\*\*

I possess essential skills such as [mention skills] which are pivotal in providing quality patient care. My skills were demonstrated when I [Insert STAR scenario]. In this situation, I effectively [actions taken] to achieve [results]. Additionally, I have a high level of competence with [specific healthcare tools/systems].

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\*\*Section 5: Personal Qualities (Exactly 100 words)\*\*

As a healthcare professional, I bring a compassionate and adaptable approach. For example, [mention a personal scenario in STAR format] demonstrates my ability to work under pressure while maintaining empathy for the patient. [Personal qualities should be directly related to the job.]

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\*\*Closing (Maximum 50 words)\*\*

I am enthusiastic about the opportunity to contribute to [Trust/Hospital Name] and confident in my ability to make a meaningful impact on the team. I look forward to the chance to further discuss my suitability for this role.

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\*\*For Final Completion\*\*:

- Ensure that each segment strictly adheres to its word count allocation.

- At the end of each section, \*\*stop writing immediately if nearing the word limit\*\*.

- Add the job responsibilities list (15) after completion.

### ****Step 2: Detailed GPT Instructions for Section-based Control****

Each section must have an exact word allocation, and the instructions to GPT need to enforce **strict word count** limits and **content precision**.

#### ****General Instructions for GPT****:

1. **Word Count Control**:  
   In each section, strictly enforce the word count limit. Do **not** write beyond the specified words. If the word count is near the limit, immediately stop writing and conclude the section.
2. **STAR Framework Enforcement**:  
   For each section where STAR scenarios are required (Education/Qualifications, Experience/Knowledge, Skills/Abilities, Personal Qualities), ensure the scenario follows the **STAR** method:
   * **S**ituation: Context of the challenge.
   * **T**ask: The responsibility or challenge.
   * **A**ction: Specific actions taken in response to the challenge.
   * **R**esult: Outcomes achieved.
3. **Stop Writing After Each Section**:  
   After completing each section, stop and verify the word count before proceeding to the next section.
4. **Conciseness**:  
   Use **concise language** throughout the statement. Avoid unnecessary words, redundant phrases, and overly detailed explanations. Every sentence must add value to the personal statement.

### ****Step 3: Implementing Section-by-Section Controls****

Here’s how you can ensure the content is crafted per section with the **exact word count** limits.

1. **Opening Paragraph (EXACTLY 150 words)**:
   * Briefly introduce the role you're applying for.
   * Mention your experience, including specific conditions and interventions.
   * Integrate **2 Trust values** explicitly.
   * This section **does not use a STAR scenario**.
2. **Education/Qualifications (EXACTLY 250 words)**:
   * Use **1 STAR scenario** to highlight educational achievements or qualifications.
   * Include relevant certifications or training related to the role.
   * Ensure the STAR scenario is **precise and impactful**.
3. **Experience/Knowledge (EXACTLY 300 words)**:
   * Provide another **1 STAR scenario** detailing your work experience.
   * This section should also highlight specific medical knowledge, systems used (like EMIS Health or SystemOne), and **direct patient care** experience.
   * Ensure any medical terminology is appropriate for the role.
4. **Skills/Abilities (EXACTLY 300 words)**:
   * **1 STAR scenario** to demonstrate a specific skill or ability.
   * Focus on relevant abilities, such as **communication**, **clinical skills**, **technology proficiency** (e.g., systems like EMIS), and patient handling.
   * Use **measurable outcomes** where possible.
5. **Personal Qualities (EXACTLY 100 words)**:
   * **1 STAR scenario** that showcases personal qualities like **empathy**, **adaptability**, or **resilience**.
   * Connect this scenario to the role’s specific needs.
6. **Closing (Maximum 50 words)**:
   * Reaffirm your enthusiasm and confidence in contributing to the team and **add no more than 50 words**.

### ****Step 4: Final Output Review and Refinement****

After generating the personal statement:

* **Review Each Section**:
  + Check that every section is **within the word count** and adheres to the instructions.
  + Make sure all **STAR scenarios** are present and relevant to the role.
* **Generate Job Responsibilities**:  
  After the personal statement, list 15 key responsibilities from your **previous healthcare role**:
  + Start with "I routinely," or "I," followed by a clear description of each responsibility.

### ****Step 5: Deployment & Iteration****

1. **Test with a Specific Role**:  
   Start with a single role (e.g., **Band 3 Dietetic Admin Assistant**). Apply the above instructions to generate the personal statement.
2. **Fine-Tune Prompts Based on Output**:  
   If the GPT output still doesn't meet the target word count or structural requirements, adjust the **specific word count** command in the prompt, and use **feedback loops** to refine it.

### ****Additional Notes for Continuous Improvement****:

* **Use GPT for Revisions**:  
  If any section exceeds its word count or misses key content, you can **re-prompt GPT** with a slightly modified set of instructions to refine it.
* **Clear and Structured Communication**:  
  You must be explicit in **every prompt** with the word count and segment constraints. If necessary, break down the task further for each section.

### ****Conclusion****:

By using **GPTs** with these highly structured and optimized guidelines, you should achieve a perfectly tailored personal statement with **exactly** the right word count in each section. Would you like me to assist with a test run using these refined prompts?