**Profile Photo**

Transform this photo into a professional LinkedIn headshot. Keep my facial features the same but enhance them with natural skin tones, clear lighting, and a polished look. Dress me in professional business attire (like a suit, blazer, or formal shirt) that looks clean and modern. Use a softly blurred background with neutral tones (such as light gray, white, or soft blue) to keep the focus on me. Make sure the image looks realistic, approachable, and suitable for a LinkedIn profile."

**LinkedIn Headline**

"Write me a LinkedIn headline that is professional, concise, and attention-grabbing. It should clearly state my role, the industry I work in, and the value I provide. Use a mix of keywords that recruiters or clients would search for, and make it feel human and approachable. Avoid clichés like 'guru' or 'ninja.' Example format: [Job Title] | Helping [Audience] Achieve [Result] | [Specialty/Skill]."

**About Section prompt**

Write me a LinkedIn About section that is professional, clear, and easy to understand. It should be written in the first person, highlight my expertise in [Insert Niche/Industry], and show how I help [Target Audience/Employers/Clients] achieve [Desired Result/Outcome]. Keep the tone approachable but credible, avoid jargon, and make it keyword-rich for [Insert Job Titles/Skills/Tools relevant to niche].

The structure should include:

1. Introduction: A short, engaging sentence about who I am and what I do.

2. Core Expertise: Highlight my top 3–4 skills or areas of focus (use keywords).

3. Value Proposition: Explain how I add value to employers/clients.

4. Experience & Achievements: Mention years of experience or notable results (optional).

5. Call to Action: End with a friendly invitation for connection or collaboration.

Make it between 3–5 short paragraphs, simple to read, SEO-friendly, and job search optimized."\*

-Let’s connect! I’m open to [Job Opportunities/Collaborations/Projects] where I can bring value through [Core Skillset].

**Experience Prompt**

Write a LinkedIn Experience entry for my role as [Job Title] at [Company Name] from [Start Date] to [End Date/Present]. Make it professional, clear, and keyword-rich for [Insert Industry/Skills].

The description should include:

1. Role Summary – A 1–2 sentence overview of my responsibilities and the impact of my work.

2. Core Duties – 3–5 concise bullet points highlighting my main tasks and expertise (use action verbs like Led, Designed, Built, Managed, Created, etc.).

3. Achievements/Results – Specific outcomes, metrics, or accomplishments (e.g., increased engagement by X%, delivered Y projects, saved Z hours/cost).

4. Tools/Skills Used – Mention key tools, platforms, or skills relevant to the job (SEO keywords).

Keep it professional, clear, and tailored to attract employers, recruiters, or clients. Avoid fluff, focus on measurable impact, and make it easy to scan.

CV PROMPT

Act as a professional career coach who specializes in creating attention-grabbing CVs for remote jobs. I want you to help me write a CV that stands out and gets recruiters hooked.

Here are my details:

Name: [Insert Name]

Contact: [Insert email, phone, LinkedIn]

Career field: [Insert industry e.g. Digital Marketing, Software Engineering, Virtual Assistance]

Work experience: [List job titles, companies, achievements in bullet points]

Education: [Degrees, certifications]

Skills: [Both hard and soft skills relevant to remote work]

Make the CV:

Clean, easy to scan, and recruiter-friendly.

Highlight my achievements with numbers or results (e.g., "increased sales by 40%").

Use strong action verbs and keywords that ATS systems will pick up.

Format it in a modern, minimal style suitable for remote and global opportunities.

RESUME PROMPT

Act as an expert resume strategist. I need you to craft a resume that instantly communicates my value in 6 seconds or less (because that’s how fast recruiters scan resumes).

Here are my details:

Name & contact: [Insert info]

Career field: [Insert field]

Experience: [Insert job history with achievements]

Education: [Insert]

Skills: [Insert]

Make the resume:

Laser-focused on ONE role I am applying for.

Feature a powerful 3–4 line summary at the top that sells me like a product.

Show achievements, not just responsibilities (use measurable results).

Place the most impressive experience at the top.

Make it concise (1 page max if possible).

ATS-friendly but also visually appealing for human eyes.

GENERAL COVER LETTER PROMPT

Act as a professional career storyteller. I want you to write me a cover letter that feels human, not robotic. It should grab attention, connect emotionally with the recruiter, and show why I’m perfect for the role.

Here are my details:

Name & contact: [Insert info]

Job role: [Insert exact job title from job description]

Company: [Insert company name]

Why I want this role: [Insert reason—passion, skill fit, mission alignment]

My top 3 achievements: [Insert]

Make the cover letter:

Start with a captivating opening line (no boring “I’m writing to apply for…”).

Tell a short story or example that proves I can do the job.

Match my skills and achievements directly to what the company needs.

Show enthusiasm and cultural fit.

End with a confident call to action that makes them want to reach out.

Keep it one page, easy to read, and professional but warm.

### **Cover Letter Prompt (When You Don’t Know the Hiring Manager’s Name)**

Act as a professional career storyteller. Write me a compelling cover letter for the role of [Insert Job Title] at [Insert Company Name].

Here are my details:

* Name & Contact: [Insert your details]
* Why I want this role: [Insert motivation—skills, passion, alignment with company’s mission]
* My top 3 achievements/skills: [Insert them here]
* Experience highlights: [Insert briefly relevant roles/projects]

Instructions for the letter:

1. Address it confidently to “Hiring Manager” or “Recruitment Team” (no need to say “To Whom It May Concern”).
2. Start with a strong, engaging opening line that shows my excitement for the role.
3. Quickly connect my background and skills to the company’s needs.
4. Showcase my top achievements that prove I can deliver results.
5. Write in a professional yet human tone (not robotic).
6. End with a confident call-to-action: make them feel I am the right person to bring on board.
7. Keep it concise—one page, easy to scan, and persuasive.

### **Cover Letter Prompt (When You Know the Hiring Manager’s Name)**

### Act as a professional career storyteller. Write me a compelling cover letter addressed directly to [Insert Hiring Manager’s Full Name], the [Insert Hiring Manager’s Position if known] at [Insert Company Name].

### Here are my details:

### Name & Contact: [Insert your details]

### Job Title I’m applying for: [Insert here]

### Why I want this role: [Insert motivation—skills, passion, alignment with company’s mission]

### My top 3 achievements/skills: [Insert them here]

### Experience highlights: [Insert briefly relevant roles/projects]

### Instructions for the letter:

### Open by addressing the hiring manager by name (e.g., “Dear Ms. Taylor,”).

### Start with a powerful, engaging opening that shows excitement for the role and acknowledges the company’s mission/work.

### Connect my skills and background directly to the needs of the role.

### Showcase measurable achievements that prove I can add value.

### Keep the tone professional, confident, and human.

### End with a polite but strong call-to-action, signaling I’m ready to contribute and looking forward to the next steps.

### Keep it concise—one page, well-structured, and easy to read.

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