

35+ CHATGPT PROMPTS FOR JOB SEEKERS



WELCOME!

Everything you need to know about using ChatGPT for next-level job search success.

- Craft resumes that stand out
- Ace interviews
- Leverage AI to get results fast.

Your AI-powered career assistant awaits!

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1

GENERAL RESUME BUILDING



Here's a job description [insert job description] and my resume: [Insert resume]. Review the provided resume and provide advice on how to enhance it further and make it more suitable for the position at [company]. Provide detailed feedback on the structure, content, formatting, and other relevant aspects of the document.

How can I make my resume stand out for a [entry-level/mid/senior] [job title]?

Write resume bullet points for a [job title] position and include metric-based achievements.

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Here's a job description [insert job description] What are the keywords for [job title] at [company]?



**What are some effective ways
to showcase my [skill] skills on
my resume?**

How can I highlight my [work experience] at [company] on my resume?

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Let's see our prompts in action

 Write resume bullet points for a data analyst role and include metric-based achievements.

 Certainly! Here are some resume bullet points for a data analyst role, including metric-based achievements to demonstrate your impact:

- 1. Data Analysis and Visualization:**
 - Analyzed large datasets using SQL, Python, and Excel to extract actionable insights, resulting in a 20% improvement in product recommendations.
 - Developed interactive dashboards in Tableau, presenting complex data in an easily understandable format and reducing report generation time by 30%.
- 2. Data Cleaning and Preprocessing:**
 - Implemented data cleaning procedures that improved data accuracy by 15%, resulting in more reliable reports and analysis.
 - Streamlined data preprocessing pipelines, reducing data preparation time by 25% and allowing for faster analysis turnaround.
- 3. Statistical Analysis:**
 - Conducted A/B tests to evaluate the impact of website changes, leading to a 10% increase in user engagement and a 5% boost in conversion rates.
 - Utilized regression analysis to identify key factors influencing customer churn, leading to

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 What are some effective ways to showcase my leadership skills on my resume? 

 Showcasing your leadership skills on your resume is crucial, as it can help you stand out to potential employers. Here are some effective ways to do so:

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1. **Include a Strong Objective or Summary Statement:** Begin your resume with a well-crafted objective or summary statement that highlights your leadership aspirations and key qualifications. This sets the tone for the rest of the document.
2. **Tailor Your Resume:** Customize your resume for each job application to emphasize the specific leadership skills and experiences relevant to the position. Use keywords from the job description.
3. **Create a Leadership Section:** Dedicate a section to leadership experiences. This can include roles in clubs, organizations, or professional associations where you held leadership positions.
4. **Quantify Achievements:** Whenever possible, use quantifiable achievements to demonstrate your leadership impact. For example, "Led a team of 10 people, resulting in a 20% increase in project efficiency."



2 CREATING COVER LETTER



How can I craft a compelling cover letter for a [job title]?

Review this cover letter and tell me if it aligns well with the position of a [job title] at [company]? Does it emphasize [skill] skills?

What should I emphasize in my cover letter when applying for a [job title] position?

Make the cover letter more personalized and include specific examples of how my skills can benefit the company. Here are my Skills: [insert your skills]

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 What should I emphasize in my cover letter when applying for a project manager position?

 When applying for a project manager position, your cover letter should emphasize key qualifications, experiences, and qualities that make you an ideal candidate for the role. Here are some points to emphasize in your cover letter:

- 1. Strong Project Management Skills:**
 - Highlight your experience in planning, executing, and successfully delivering projects on time and within budget.
 - Mention any project management methodologies you are proficient in, such as Agile, Scrum, Waterfall, or others.
- 2. Leadership and Team Management:**
 - Emphasize your ability to lead cross-functional teams, including assigning tasks, setting goals, and ensuring collaboration among team members.
 - Discuss your experience in coaching and mentoring team members to achieve their best performance.
- 3. Communication Skills:**
 - Showcase your excellent communication skills, both written and verbal, which are crucial

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3

JOB INTERVIEW PREPARATION



What are some effective strategies for preparing for a job interview?

What types of questions may come up in an interview for a [job title] position?



I'm interviewing for a [job title] position at [company/type of company]. What sort of [edit test/case study/behavioral questions] should I expect the interviewer to ask me?

**What types of technical questions
might I be asked in an interview
for a [job title] position?**

What are some strategies for practicing answering behavioral interview questions?

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You're the interviewer for this role:
[job description]. Come up with
3-5 interview questions based on
this job description.

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You're the interviewer for this role:
[job description]. Conduct a
mock job interview for me.

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I'm interviewing for [role] at [company]. Can you suggest 2-3 skills or experiences I should highlight that would make me a strong candidate?



**How do I showcase my [skill]
skills in the interview?**

What's a good way to respond to a question about a challenging situation you've faced at work?

What types of questions can I ask to learn about company culture and values?



**What's a good way to inquire
about opportunities for
professional development during
an interview?**

What questions should I ask to understand the expectations for this role?

**Can you give tips for answering
"Why should we hire you?" in an
interview?**

How should I approach questions about salary expectations in an interview?

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I'm interviewing for a cloud engineer position at Google. What sort of behavioral questions should I expect the interviewer to ask me?



When interviewing for a cloud engineer position at Google, you can expect a mix of technical and behavioral questions. Google values not only technical expertise but also qualities that contribute to a collaborative and innovative work environment. Here are some behavioral questions you might encounter:

1. **Tell me about a time when you had to troubleshoot a complex technical issue related to cloud infrastructure. How did you approach it, and what was the outcome?**
 - This question assesses your problem-solving skills and your ability to handle challenging technical situations.
2. **Describe a project where you worked as part of a cross-functional team to implement or migrate applications to the cloud. How did you collaborate with team members, and what challenges did you face?**
 - Google places a strong emphasis on collaboration, so they may want to gauge your teamwork and communication abilities.
3. **Can you provide an example of a time when you had to optimize cloud resources or infrastructure to reduce costs while maintaining performance and reliability?**
 - Google values cost optimization and efficiency, so they may ask about your ability to

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What types of technical questions might I be asked in an interview for a data analyst position?



In an interview for a data analyst position, you can expect a variety of technical questions designed to assess your skills, knowledge, and problem-solving abilities related to data analysis. Here are some common types of technical questions you might encounter:

1. SQL and Database Questions:

- Write a SQL query to retrieve specific data from a database.
- Explain the differences between INNER JOIN, LEFT JOIN, and RIGHT JOIN.
- How would you calculate the average of a column in a SQL database table?

2. Data Cleaning and Preprocessing:

- How do you handle missing data in a dataset?
- Describe techniques for identifying and dealing with outliers in a dataset.
- What is data imputation, and when might you use it in data analysis?

3. Data Visualization:

- Walk me through the process of creating a bar chart (or any other type of chart) in a data visualization tool like Tableau or Excel.
- What are the key principles of effective data visualization?
- Explain the difference between histograms and box plots.

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CAREER CHANGES



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I want to transition from [current job title] to a [job title] career.
How can I update my resume?

How should I address my career change in a job interview and highlight transferable skills?



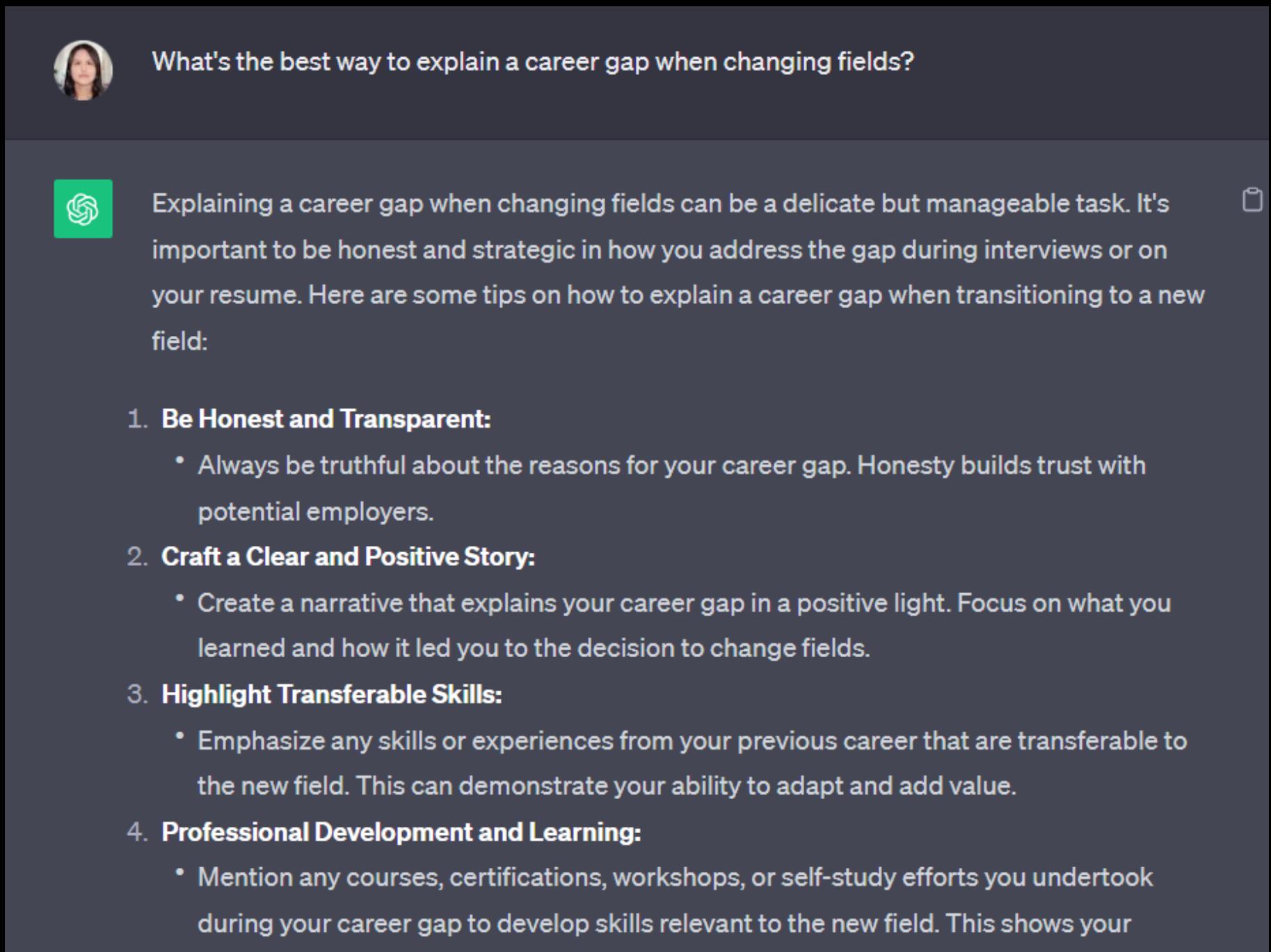
What's the best way to explain a career gap when changing fields?

**Can you review my cover letter
for a transition from project
management to engineering ?**

How can I showcase my skills acquired from freelancing [role] when changing careers?

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Let's see our prompts in action



A screenshot of a ChatGPT interface. On the left, there is a user profile picture of a woman with dark hair. To her right, the user's message is displayed in white text on a dark background: "What's the best way to explain a career gap when changing fields?". Below this, the AI's response is shown, preceded by its green profile icon. The AI's message continues the user's question and provides tips for explaining a career gap when transitioning to a new field. The tips are numbered 1 through 4, each with a bullet point. A small icon of a clipboard with a pencil is located at the top right of the AI's response area.

What's the best way to explain a career gap when changing fields?

Explaining a career gap when changing fields can be a delicate but manageable task. It's important to be honest and strategic in how you address the gap during interviews or on your resume. Here are some tips on how to explain a career gap when transitioning to a new field:

- 1. Be Honest and Transparent:**
 - Always be truthful about the reasons for your career gap. Honesty builds trust with potential employers.
- 2. Craft a Clear and Positive Story:**
 - Create a narrative that explains your career gap in a positive light. Focus on what you learned and how it led you to the decision to change fields.
- 3. Highlight Transferable Skills:**
 - Emphasize any skills or experiences from your previous career that are transferable to the new field. This can demonstrate your ability to adapt and add value.
- 4. Professional Development and Learning:**
 - Mention any courses, certifications, workshops, or self-study efforts you undertook during your career gap to develop skills relevant to the new field. This shows your



5 AFTER THE JOB INTERVIEW



**Help me draft a follow-up email
after an interview for a [job title]
position**

What should I include in a post-interview thank-you note for a [job title] position?

How can I express my continued interest in the job in a post-interview email?

What's a good approach to negotiate salary and benefits after receiving a job offer?



How can I ask for feedback after an interview to improve my future interviews?



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 What's a good approach to negotiate salary and benefits after receiving a job offer?

 Negotiating salary and benefits after receiving a job offer is a crucial step in securing a compensation package that aligns with your skills and expectations. Here's a structured approach to help you negotiate effectively:

- 1. Express Gratitude:**
 - Start by expressing your appreciation for the job offer and enthusiasm for the position. Make it clear that you're excited about the opportunity.
- 2. Request Time to Consider:**
 - It's perfectly acceptable to ask for some time to review the offer. This allows you to carefully evaluate the terms and conduct any necessary research.
- 3. Analyze the Offer:**
 - Review the entire compensation package, including base salary, bonuses, benefits, stock options, retirement plans, and any other perks. Understand each component and its value.
- 4. Research Market Salaries:**
 - Research salary ranges for similar positions in your industry, location, and level of experience. Websites like Glassdoor, Salary.com, and LinkedIn Salary Insights can



6 SALARY NEGOTIATION



What are some tips for negotiating a higher salary for a [job title]?

How should I approach asking for a signing bonus?



What are some common mistakes to avoid when negotiating salary?



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What are some tips for negotiating a higher salary for product manager?



Negotiating a higher salary as a product manager can be a critical step in securing a compensation package that reflects your skills and experience. Here are some tips to help you negotiate a higher salary effectively:

- 1. Do Your Research:**
 - Start by researching industry salary benchmarks for product managers in your location and level of experience. Use resources like salary surveys, Glassdoor, LinkedIn Salary Insights, and industry-specific websites.
- 2. Understand the Market:**
 - Consider the specific market conditions and demand for product managers in your area. High-demand industries or regions may offer higher salaries.
- 3. Know Your Value:**
 - Reflect on your skills, experience, and accomplishments in previous product management roles. Identify how your contributions have positively impacted companies and teams.
- 4. Quantify Achievements:**
 - During negotiations, highlight your achievements with quantifiable results. For example, mention how you increased revenue, improved user engagement, or reduced time-to-

You made it!

You've leveled up your job search skills with the power of ChatGPT.

Keep applying what you've learned, the right opportunity is out there waiting for you!

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