ChatGPT Prompts

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| Serial # | Description | Prompt |
| 1 | Simplify complex topics (Taxes, Tariffs, etc) | *Explain [complex topic] in simple terms, as if I'm 12 years old.* |
| 2 | Writing support | *Please review the following text for clarity, grammar, and overall impact: [insert text]. Keep the tone <Professional>* |
| 3 | Summarize lengthy documents | *Summarize the key points of the following document: [insert text].* |
| 4 | Prepare for Interviews | *Simulate an interview with [broadcast]. You are the interviewer, and I will respond. Provide feedback on my answers.* |
| 5 | Advice and decision making | *I’m trying to decide between [Option A] and [Option B]. Help me weigh the pros and cons of each and recommend a choice based on [my priorities/criteria].* |
| 6 | **Time-saving to-do list** | *Based on these tasks [insert list], help me organize my day efficiently. Prioritize the most important/urgent tasks, estimate how long each task will take, and then help me build an easy-to-follow schedule to accomplish everything within [time frame].* |
| 7 | Import external content for analysis | *I've attached a document. Summarize the key points, simplify complex language, and highlight any important patterns or insights.* |
| 8 | Specify your target audience | *Explain how WiFi works" and "Explain how Wi-Fi works to a 10-year-old.* |
| 9 | Switch up the default style and tone | *Imagine you're professor Brian Cox. Write a birthday party invitation at a planetarium.* |
| 10 | Create custom organizational formats | *Here are 10 books I’ve read along with my ratings and thoughts. Organize them into a table with columns for title, author, genre, rating, and a short review.”*  *Tom Lake – Ann Patchett A beautifully written novel about love, memory, and the stories we tell ourselves. Patchett’s storytelling is effortless, making this a reflective and absorbing read. (5/5)*  *Hello Beautiful – Ann Napolitano* |
| 11 | Generate AI-assisted visualsGenerate AI-assisted visuals | *Create an image of a magical forest with glowing mushrooms and fireflies, lit by soft, ethereal light.* |
| 12 | Try response constraints | *Provide a concise explanation of the human brain in exactly three paragraphs, keeping each paragraph under 50 words.* |
| 13 | Create prompts templates for other AI models | *Can you assist in creating a prompt for Claude to generate a business strategy for a tech startup aiming to innovate in sustainable energy? The strategy should include marketing, product development, and funding ideas. Please structure the prompt to emphasize feasibility and innovative approaches.* |
| 14 | Transform lists and datasets | *Here’s a list of items: [paste list]. Please alphabetize, categorize them by [criteria], and format them into a structured list.* |
| 15 | Request expert feedback | *I've attached a document of my writing. Provide feedback [from the perspective of]* |
| 16 | Use search-like queries | *What are the most popular movies and TV Shows of 2024 so far* |
| 17 | Being more mindful | *Tell me something about myself that you think I don’t know.* |
| 18 | Proposal Prompts | ***Prompt 1:*** *Act as an expert proposal writer. The company [Company Name] is submitting a proposal to [Customer Name] in response to a solicitation titled [Title]. The solicitation includes a Statement of Work (SOW) that describes the work to be performed. The SOW and the proposal instructions are pasted below. Review the SOW and the instructions and create a detailed outline for the proposal. Ensure the outline covers all the items specified in the instructions. Be sure to follow the proposal instructions exactly. For the individual section headings, use the same words used in the proposal instructions.* ***Proposal Instructions:****[Insert text here]* ***SOW:****[Insert text here]* |
| 19 | Proposal Prompts | **Prompt 2:** Write the first section. Be detailed and thorough. Use a formal tone, with a focus on presenting information in a clear and detailed manner. Write in the active voice. |
| 20 | Proposal Prompts | ***Prompt 3:*** *The Evaluation Criteria that will be used to evaluate the proposal are provided below. Review the proposal draft against these evaluation criteria. Identify any weaknesses and provide constructive criticism and suggestions for improvement. Ask me questions for information that will strengthen the proposal.* ***Evaluation Criteria:****[Insert text here]* |
| 21 | Proposal Prompts | ***Prompt 4:*** *Here’s the information you requested: [Insert text here] Revise the draft using this information, and taking into account the weaknesses you spotted and your suggestions for improvement, so that the proposal will score well against the evaluation criteria.* |
| 22 | Proposal Prompts | ***Prompt 5:*** *Write a compelling introduction to the proposal, highlighting our unique qualifications and our company’s ability to deliver exceptional results. Use persuasive language that will capture the reviewers' attention.* |
| 23 | Resume Comparison and Correction | *Compare my resume with these job descriptions and details. Provide the gaps? Provide me with the strengths? Provide me with all the points that need to be swapped to make my resume a top candidate. Check all the keywords that will be used by the ATS system. What is my percentage of getting an interview? How can we increase the percentage?* |
| 24 | Resume Comparison and Correction | *I am sharing three resumes with you <Upload Resume(s)>. I want you to search all the job posting websites. Look for all the jobs? Examine the resumes.*  *Check for which Jobs I am a top candidate?*  *Check which resume will pass the ATX system 100%?*  *Check which resume I should use that maps with the job without any changes.*  *Critique your answer. Be 200% sure that the resume you are recommending will be selected for the interview round and provide the answer why?*  *Present your final answer after providing feedback on your previous research.* |
| 25 | Resume creation with the changes and the cover letter | *Examine my resume attached end-to-end.*  *Examine these job responsibilities and required.*  *Create or update the resume with all relevant work experience, roles and responsibilities, Education, Certifications, and Skills that will make my resume 200% ATS-passable, helping me secure an interview and become the top candidate.*  *Resume formatting should be the same as the existing attached resume.*  *I should be able to download the resume in both Word and PDF formats.*  *Provide feedback on the resume you have created, then critique the changes, and in the end, make a final, thoroughly vetted resume.*  *Then provide the resume, provide the ATS passing score, and give a score to get an interview with these changes.*  *Lastly, create an impactful cover letter.* |
| 26 | Resume Optimization Prompt  (Add your resume and job description) | *I’m applying to a job and want to tailor my resume to match the job description. Please optimize the bullet points in my resume to highlight the most relevant skills, experiences, and keywords. Make sure each bullet aligns with the core responsibilities and requirements of the role. Keep each point concise, results-driven, and formatted in resume style (no labels or categories like “customer focus”). Avoid repeating phrasing unnecessarily. Do not fabricate or exaggerate experience. Only reframe or reword based on what is already present in the resume. Test this with the previous resume and job description.* |
| 27 | Resume Comparison and Correction | *Check once again and provide the links of the jobs that are active, match the resume, pass the ATS with 99% or more, and make me a top candidate with sure interview efforts.* |
| 28 | Bullet Points comparison | *Look at all these bullet points. You need to minimize the repetitive tasks, combined into one impactful bullet point. Also, incorporate the above points into it.* |

**ChatGPT prompts for writing a resume summary**

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| Serial # | Description | Prompt |
| 1 | Write a Professional Summary | *Write a professional summary for my resume and keep it under 100 words. [Paste your existing resume.]* |
| 2 |  | *Create a compelling professional summary for a job application using my resume and the job description below as a reference, and keep it to 500 characters or less. [Paste your existing resume and the job description.]* |
| 3 |  | *Based on my resume below, write an executive summary resume section that includes metrics and total years of experience, and keep it shorter than 500 characters. [Paste your resume.]* |
| 4 |  | *Based on my resume below, write a resume introduction for a [TITLE OR LEVEL]'s resume that includes metrics and total years of experience. Please keep it shorter than three sentences. [Paste your existing resume]* |
| 5 |  | *Create a professional summary under 500 characters that showcases my skills and experiences relevant to a [TITLE] role in [INDUSTRY]. [Paste your resume.]* |
| 6 |  | *Create a summary as a career overview that showcases my skills and experiences relevant to a [TITLE] role. [Paste your resume.]* |