# **AI Workbook**

# **Why ChatGPT?**

| There are countless AI tools out there in the world, and each is designed to make life a little easier. In our program, we are featuring ChatGPT– an AI language model developed by OpenAI. At present, ChatGPT is among the leading AI Chatbots one can use, but the popularity and functionality of AI tools can change rapidly as new technologies and new models are developed and released.  All of this is to say: we’re going to lean on ChatGPT, and our examples and guidance are geared toward its interface and functionality; nevertheless, as you get more comfortable with AI, you’re welcome to explore other tools to find one that feels like the best fit for you! |
| --- |

# **Getting Started**

| * Click [HERE](https://www.loom.com/share/439f95531c114d6c9a44450198a47d12?sid=380af845-22cb-4299-afd2-b5c1c32f8b35) to get an overview of ChatGPT and review Merit America's guidelines for responsible use * Click [HERE](https://www.loom.com/share/8e8391bafcc44e3580ff7d4dddb8e78d?sid=8aefa554-c120-41bb-bb78-2cb2f4188146) to watch an overview of how to use this document   + Not sure how to approach the highlighted text within the prompts? Watch [THIS](https://www.loom.com/share/9379e7189fa84f12a77fefd03c9275cd?sid=640ad24c-f6bf-4fad-bc20-751ba035864d) quick tutorial, and check out a list of resources [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). * Click [HERE](https://chat.openai.com/auth/login) to sign up for ChatGPT and follow the steps to create an account   *Always* ***update and adjust the prompts*** *so that they match your experience and* ***edit out factual inaccuracies or hallucinations*** *from the responses ChatGPT provides*  *The prompts provided below may be just the starting point: feel free to iterate, refine, and keep prompting, as desired.*  *Once you’ve got ChatGPT’s responses, use the Work Spaces provided in this doc to* ***reformat, edit, and polish*** *the results before copying them elsewhere (i.e., on your professional collateral, etc.)* |
| --- |

# 

# **Table of Contents**

[Professional Brand](#_hcve693diafq)

[Transferable Skills](#_d7g395uncv01)

[Professional Introduction](#_u4j2c2glf9yj)

[LinkedIn](#_lkf406g4e1o6)

[Networking Messages](#_n4sobj6h0sxd)

[LinkedIn Connection Requests](#_tn41ac3fscbd)

[Messaging an Existing Contact](#_tcntpomal6kt)

[Asking an Existing Contact for an Introduction](#_yms050jz0zii)

[Cold Outreach to Industry Professional](#_tdynh6gy2b3)

[Cold Outreach Email to Recruiter](#_7xjriyrjieeh)

[Resume](#_jalwcxgn7igc)

[Bullet Points](#_qx9fbxw8w5d1)

[Summary](#_6hm4s1dodm4j)

[Skills](#_eidmjlav6q6f)

[Cover Letter](#_eeog3ri6310s)

[Job Analysis Approach](#_g5gx6pxs8xb3)

[Cover Letter First Approach](#_cdww1h9kte0h)

[Tailoring](#_kq9e80qhkb8x)

[Resume Tailoring](#_lgbomvguxo18)

[Cover Letter Tailoring](#_kwg2gg6iq2jm)

[Interview Tailoring](#_8uxjzctmpo27)

[Interview Preparation](#_89fabhbam9iv)

[Gain Inspiration: STAR Prep for Common Interview Questions](#_l4g4cme53pog)

[Leverage Your Collateral](#_qqvxu7rlbaye)

[Answer the Question](#_dsh89t61sv7)

[Company Specific](#_mu3m1yrvev5w)

[Company Specific Professional Introduction](#_o6m6bg4d3vsf)

[Company Specific Value Statement for Salary Negotiations](#_5ie5orxdnlej)

[Advanced Outreach](#_f2a8f7svpydn)

[Improve Draft Emails](#_brc1ewjrijar)

[Informational Interview Request](#_74s82yg6b1ad)

[Reference Request Email](#_19ne9i1qzv4r)

[Thank You Email](#_356acou7iunk)

[Follow-Up Email](#_lk0pq9ea27mv)

[LinkedIn Recommendations](#_m72dhgvkdk6y)

# **Professional Brand**

* Start a “new chat”
* Input the prompts related transferable skills, professional introductions, and LinkedIn into the **same chat**
* Once you’ve run through all of the prompts, rename your “conversation” with ChatGPT. Title it “Professional Brand”

## ***Transferable Skills***

| Use all three of the transferable skills prompts below, or simply select your favorite!  Tip: Use paragraph/line breaks (as you see in the prompts below). To do so, hold down “Shift” as you press the return key. Watch a quick tutorial [HERE](https://youtu.be/_3H65lqC0Tc),if needed.  Special circumstances:   * If you are not currently employed, use your most recent job title. * If you are new to the workforce, have no work experience, or have been out of the workforce for a while, update the content to accurately reflect your situation   + Example: “I am unemployed and recently finished high school”   + Example: “I have been a Chief Home Officer/stay at home parent/caretaker” |
| --- |

### **ChatGPT Prompts**

#### Prompt: Transferable Skills Focus

| I work as a [job title] at [Company Name]. In the past, I have also worked as a [job title] at [Company Name], as a [job title] at [Company Name], and as [job title] at [Company Name].  Based on my previous work experience, what are the key skills I possess that can be transferred to a career in [career field name, e.g., IT Support, UX Design, Data Analytics, Cybersecurity, Project Management, Java Development, etc.]?  For each skill identified, generate an example of how I could speak about my past experiences in such a way that would stand out to a hiring manager and make me a marketable, competitive candidate for hire. Write the examples in first person. |
| --- |

#### 

#### Prompt: Applicability Focus

| I work as a [job title] at [Company Name]. In the past, I have also worked as a [job title] at [Company Name], as a [job title] at [Company Name], and as [job title] at [Company Name].  Which of my current job responsibilities and tasks are transferable to my desired new career in [career field name, e.g., IT Support, UX Design, Data Analytics, Cybersecurity, Project Management, Java Development, etc.]?  For each job responsibility or task, generate an example of how I could convey my experiences so that they credibly correlate to the responsibilities I would take on in my new role. Write the examples in first person. |
| --- |

#### 

#### Prompt: Unique Contributions Focus

| I work as a [job title] at [Company Name] and am seeking to make a career transition and obtain an entry-level [job title/career track] position. My work history also includes positions I’ve held as a [job title] at [Company Name], as a [job title] at [Company Name], and as [job title] at [Company Name].  What unique contributions can I make in the field of [career field name, e.g., IT Support, UX Design, Data Analytics, Cybersecurity, Project Management, Java Development, etc.] based on my existing skills and experience?  For each unique contribution, provide an example of how I make a credible, compelling case for why my experience makes me distinctly qualified to make an impact. Write the examples in first person. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Your Transferable Skills

| Your previous work experience as a general utility and dishwasher at The Alcove Restaurant and as a clerk at United Dairy Farmers has equipped you with several transferable skills that can be valuable in a cyber security career. Here are the key skills and how they relate to cyber security:  1. \*\*Attention to Detail\*\*:  - \*\*Restaurant/Dishwasher\*\*: Ensuring cleanliness and hygiene standards are met.  - \*\*Clerk\*\*: Accurately handling transactions and maintaining inventory.  - \*\*Cyber Security\*\*: Identifying vulnerabilities, analyzing logs, and monitoring systems for irregularities.  2. \*\*Problem-Solving\*\*:  - \*\*Restaurant/Dishwasher\*\*: Quickly addressing issues such as equipment malfunctions or supply shortages.  - \*\*Clerk\*\*: Resolving customer complaints and troubleshooting point-of-sale issues.  - \*\*Cyber Security\*\*: Investigating security breaches, finding solutions to security issues, and mitigating risks.  3. \*\*Time Management\*\*:  - \*\*Restaurant/Dishwasher\*\*: Managing time efficiently to complete tasks during busy periods.  - \*\*Clerk\*\*: Balancing multiple responsibilities, such as customer service and stocking shelves.  - \*\*Cyber Security\*\*: Prioritizing tasks such as patching systems, conducting security assessments, and responding to incidents.  4. \*\*Teamwork and Collaboration\*\*:  - \*\*Restaurant/Dishwasher\*\*: Working with kitchen staff to ensure smooth operations.  - \*\*Clerk\*\*: Collaborating with colleagues to provide excellent customer service.  - \*\*Cyber Security\*\*: Coordinating with IT teams, management, and other stakeholders to implement security measures.  5. \*\*Customer Service\*\*:  - \*\*Restaurant/Dishwasher\*\*: Providing assistance and maintaining a positive attitude with customers.  - \*\*Clerk\*\*: Handling inquiries and ensuring customer satisfaction.  - \*\*Cyber Security\*\*: Communicating effectively with users, explaining security measures, and providing support during security incidents.  6. \*\*Adaptability\*\*:  - \*\*Restaurant/Dishwasher\*\*: Adjusting to fast-paced and changing environments.  - \*\*Clerk\*\*: Adapting to different customer needs and store operations.  - \*\*Cyber Security\*\*: Staying updated with the latest security threats and technologies, adapting to new protocols and procedures.  7. \*\*Integrity and Responsibility\*\*:  - \*\*Restaurant/Dishwasher\*\*: Handling food and equipment responsibly, following health and safety regulations.  - \*\*Clerk\*\*: Managing cash and sensitive customer information with integrity.  - \*\*Cyber Security\*\*: Upholding ethical standards, protecting sensitive information, and ensuring compliance with security policies.  These transferable skills provide a strong foundation for a career in cyber security, where attention to detail, problem-solving abilities, effective time management, teamwork, customer service skills, adaptability, and integrity are crucial. Highlighting these skills in your resume and during interviews can demonstrate your readiness to transition into the cyber security field.  Certainly! Here's how you can present your past experiences in a way that highlights your transferable skills for a career in cyber security:  1. \*\*Attention to Detail\*\*:  "In my role as a dishwasher at The Alcove Restaurant, I was responsible for maintaining the highest standards of cleanliness and hygiene. This required a meticulous approach to ensure that every dish, utensil, and piece of equipment was thoroughly cleaned and sanitized. My keen attention to detail ensured that we consistently passed health inspections with flying colors. In cyber security, this same attention to detail is essential for identifying vulnerabilities and monitoring systems for any irregularities."  2. \*\*Problem-Solving\*\*:  "Working as a clerk at United Dairy Farmers, I often encountered and resolved a variety of customer issues, from handling complaints to troubleshooting point-of-sale system errors. My ability to think on my feet and find solutions quickly ensured that operations ran smoothly and customers left satisfied. These problem-solving skills are directly applicable to cyber security, where quick thinking and effective solutions are needed to address and mitigate security threats."  3. \*\*Time Management\*\*:  "In both my roles at The Alcove Restaurant and United Dairy Farmers, I had to manage my time efficiently to handle multiple tasks during peak hours. Whether it was balancing dishwashing duties during a busy dinner rush or managing inventory and customer transactions simultaneously, I developed strong time management skills. In cyber security, being able to prioritize and manage tasks such as patching systems, conducting assessments, and responding to incidents is crucial."  4. \*\*Teamwork and Collaboration\*\*:  "Working in a busy restaurant kitchen and a retail environment taught me the importance of teamwork and collaboration. At The Alcove Restaurant, I coordinated closely with kitchen staff to ensure smooth operations, and at United Dairy Farmers, I collaborated with colleagues to provide excellent customer service. In cyber security, effective teamwork and communication are key to implementing security measures and responding to incidents."  5. \*\*Customer Service\*\*:  "Providing excellent customer service was a fundamental part of my role as a clerk at United Dairy Farmers. I handled customer inquiries, resolved issues, and ensured a positive shopping experience. This experience honed my communication skills and my ability to remain calm and helpful under pressure. In cyber security, these skills translate into effectively communicating with users, explaining security measures, and providing support during security incidents."  6. \*\*Adaptability\*\*:  "Both the restaurant and retail environments are fast-paced and constantly changing, which required me to be highly adaptable. Whether it was adjusting to new menu items at The Alcove Restaurant or learning new store protocols at United Dairy Farmers, I quickly adapted to new situations. In the rapidly evolving field of cyber security, this adaptability is vital for staying updated with the latest threats and technologies."  7. \*\*Integrity and Responsibility\*\*:  "Handling cash and sensitive customer information at United Dairy Farmers required a high level of integrity and responsibility. Similarly, ensuring health and safety regulations were followed at The Alcove Restaurant was critical. In cyber security, protecting sensitive information and upholding ethical standards are fundamental, and my previous roles have prepared me well for these responsibilities."  By framing your past experiences in this manner, you can demonstrate to a hiring manager that you possess the transferable skills and qualities needed for a successful career in cyber security. |
| --- |

## ***rofessional Introduction***

| Add the prompts below into the **same “chat”** you used to generate your transferable skills.  Click [HERE](https://chat.openai.com/share/74b91534-16c3-40aa-9b69-da1d628036ef) to see a sample of how these prompts work together and the results they could produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: “Tell Me About Yourself”

| Use this information to help me write 3 distinct, compelling answers to the "tell me about yourself" interview question.  Begin by mentioning that I am working to obtain the [certificate name, e.g., Google IT Support Professional Certificate] and mention 2-3 of the technical competencies I am developing through my training.  Then use short anecdotes to highlight three of my top transferable skills. Explain how I have applied those skills and past roles and briefly demonstrate their applicability to my desired role as a help desk professional.  Cap off my answer with a strong closing statement that reiterates the skill I bring to the table.  Throughout the response, ensure the tone is enthusiastic, professional, and confident. Ensure the answer is something I could say in 1-2 minutes. |
| --- |

#### Prompt 2: Optimized Professional Introduction

| Combine the very best of these three examples into one comprehensive answer. |
| --- |

* Note: If you’d like to **tailor your professional introduction** to a specific job posting, you can learn how to do so [HERE](#kix.79pgxtkb3ns).

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Your Professional Introduction

| ### Answer 1:  "Hello, my name is Robin, and I'm currently working towards obtaining the Google Cybersecurity Certificate. Through this training, I'm developing competencies in network security, threat detection, and risk management.  One of my key transferable skills is attention to detail. At The Alcove Restaurant, I meticulously ensured that all dishes and equipment were cleaned to the highest standards, which required thorough inspections and precise execution. In cyber security, this skill translates to diligently monitoring systems for vulnerabilities and ensuring that all protocols are strictly followed.  Another skill I bring is problem-solving. At United Dairy Farmers, I frequently resolved customer complaints and technical issues at the point of sale, often under pressure. This experience has prepared me to handle security incidents swiftly and effectively, a crucial ability for a help desk professional.  Additionally, I have strong communication and teamwork skills. Whether collaborating with kitchen staff at The Alcove or working with colleagues at United Dairy Farmers to ensure smooth operations, I’ve honed my ability to work cohesively in a team. In a cyber security help desk role, these skills are essential for effectively coordinating with IT teams and communicating solutions to users.  In closing, my detail-oriented nature, problem-solving capabilities, and collaborative spirit make me well-suited for a help desk professional role. I'm enthusiastic about applying my developing technical skills and hands-on experience to contribute to your team’s security efforts."  ### Answer 2:  "Hi, I'm Robin. I'm on the path to completing the Google Cybersecurity Certificate, where I am honing my skills in incident response, network defense, and system hardening.  One of my strongest transferable skills is time management. In my role as a dishwasher at The Alcove Restaurant, I efficiently balanced multiple tasks, ensuring that everything was done promptly during peak hours. This skill is directly applicable to handling multiple security tasks and prioritizing incidents effectively as a help desk professional.  Another skill I excel in is integrity and responsibility. At United Dairy Farmers, I managed sensitive customer data and cash transactions with the utmost care, ensuring everything was secure and accurate. In cyber security, this commitment to integrity is crucial for protecting sensitive information and maintaining system confidentiality.  Lastly, my adaptability has been tested and proven. Both in the fast-paced restaurant environment and the dynamic retail setting, I adapted to new challenges and quickly learned new protocols. This adaptability is vital in cyber security, where new threats emerge constantly and solutions must be implemented swiftly.  In summary, my strong time management, integrity, and adaptability, combined with the technical skills I'm developing through my Google certification, position me to be a valuable asset as a help desk professional. I am excited about the opportunity to bring my skills to your team and contribute to safeguarding your digital infrastructure."  ### Answer 3:  "Hello, my name is Robin , I'm currently pursuing the Google Cybersecurity Certificate, where I’m developing technical skills in malware analysis, secure coding, and access management.  A key transferable skill I possess is attention to detail. At The Alcove Restaurant, I was responsible for maintaining impeccable cleanliness standards, ensuring no detail was overlooked. This skill is crucial in cyber security for monitoring systems and detecting potential vulnerabilities before they become major issues.  Problem-solving is another strong skill of mine. At United Dairy Farmers, I frequently had to resolve customer issues and technical problems on the spot, ensuring customer satisfaction and smooth operations. This problem-solving ability is essential for a help desk professional who must address and resolve security incidents efficiently.  Additionally, I have honed my communication skills through my past roles. Working closely with colleagues and customers at United Dairy Farmers and The Alcove, I learned to communicate clearly and effectively. This is a critical skill in cyber security for explaining technical issues and solutions to non-technical users.  To conclude, my keen attention to detail, problem-solving acumen, and strong communication skills, combined with my ongoing cyber security training, make me a strong candidate for a help desk professional role. I am enthusiastic about leveraging my experience and new technical skills to help your team maintain a secure and efficient IT environment." |
| --- |

## ***LinkedIn***

| Add these prompts in the **same “chat”** you used to generate your transferable skills and professional introduction.   * Note: you can access standalone LinkedIn-specific prompts [HERE](https://docs.google.com/document/d/11c_IL4zcP98yoBrmk5U_0JqrRUyPK7hEAMaE7BdvNnA/copy).   Use the following prompts (“About” & Headline) back to back. Don’t start a new chat in between!  Tip: Use paragraph/line breaks (as you see in the prompts below). To do so, hold down “Shift” as you press the return key. Watch a quick tutorial [HERE](https://youtu.be/_3H65lqC0Tc),if needed.  Click [HERE](https://chat.openai.com/share/1c4b2b3d-f249-4382-b181-3bc377c8e171) to see a sample of how these prompts work together and the results they could produce.   * Note: this example demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt: LinkedIn “About” Section

| Use this information to help me write the "About" Section for my LinkedIn Profile that is 3 paragraphs in length. Begin by mentioning my [certificate name, e.g., Google IT Support Professional Certificate], my passion for the field of [career field, e.g., IT Support], and name a few of the technical competencies I am mastering as a part of my training. Do not provide a salutation/greeting or mention my name. |
| --- |

#### Prompt: LinkedIn Headline

| Based on this summary, produce four distinct LinkedIn headlines. Each headline should include at least four entries. Make sure you mention the [certificate name, e.g., Google IT Support Professional Certificate]. Use parallel grammatical structure for each entry. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Your LinkedIn “About”

| * *Currently pursuing a certificate in Cyber Security from Google, I am passionate about IT support and cyber security. My training has equipped me with essential technical competencies such as network security, threat detection, incident response, and risk management. These skills are foundational for building a robust understanding of cyber security principles and practices, and I am eager to apply them in a professional setting.* * *In addition to my formal training, I bring valuable experience from my previous roles. At The Alcove Restaurant, I developed a keen eye for detail, ensuring all tasks were executed to the highest standards. This meticulous attention to detail is critical in cyber security for identifying vulnerabilities and maintaining system integrity. My role as a clerk at United Dairy Farmers further honed my problem-solving skills and ability to manage sensitive information responsibly, both of which are crucial for a successful career in cyber security.* * *My journey has been marked by adaptability, effective communication, and teamwork. Whether collaborating with colleagues to ensure smooth operations or resolving customer issues swiftly and efficiently, I have consistently demonstrated my ability to thrive in dynamic environments. I am excited to bring these skills, along with my growing technical expertise, to a help desk or cyber security role where I can contribute to safeguarding digital assets and supporting IT infrastructure.* |
| --- |

#### Add, Edit, and Authenticate ChatGPT Responses Re: Your LinkedIn Headline

| * *For a LinkedIn headline that reflects your current pursuits and aspirations in cyber security, consider:* * *\*\*"Aspiring Cyber Security Professional | Google Cyber Security Certificate Candidate | Skilled in Network Security, Threat Detection, and Incident Response"\*\** |
| --- |

# 

# **Networking Messages**

* Start a **“new chat”** before supplying these prompts. Ensure that you have identified key information about your contacts before you begin.
* Select the prompts that are most relevant to your situation: [LinkedIn connection requests](#imkpjphmk9po); [messaging existing contacts](#vh4dsppo8iqv); [asking for an introduction](#odgbw5p0a5as); [cold messaging industry professionals](#qhyiwitfgdn3); [cold messaging recruiters](#e154j4sdhb98). 
* **You may use these prompts to satisfy networking-related assignments, and you are encouraged to return to them to fulfill any future networking needs!**
* Click [HERE](https://chat.openai.com/share/39c9f908-d960-4042-8ea2-f0f2f29a9f7d) to see a sample of how the **connection request** prompts work together and the results they could produce.
* Click [HERE](https://chat.openai.com/share/a729ec9f-3c10-4e2e-b122-d623ad62f37f) to see a sample of how the **asking for an invitation prompts** work together and the results they could produce.
* Click [HERE](https://chat.openai.com/share/cb13ff0f-6ea1-4e7c-819a-855a76594a2f) to see a sample of how the various **messaging prompts** work together and the results they could produce.
  + Note: these examples demonstrate how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy).

## ***LinkedIn Connection Requests***

| Any time you send a connection request via LinkedIn, you should try to include a brief, friendly message to your recipient. To add this message, you’ll click “add a note” after hitting the “connect” button. LinkedIn limits you to 5 of these per month – be sure to use all 5!  LinkedIn only gives you 200 characters to work with, so these prompts can help provide inspiration for what to say.  Use your judgment to determine the appropriateness of AI-generated messages. Do they sound like you and suit your needs? If not, edit and adapt them! |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Templates for Connection Requests

| Provide me with templated messages I can use to send LinkedIn connection requests. The tone should be polite and friendly. The requests should be no more than 200 characters in length. |
| --- |

#### Prompt 2: Revise Template for Specific Contact(s)

| Use the most applicable one of these templates to write a connection request to [a person you’d like to connect with, e.g., your Merit America Career Coach]. Do not exceed 200 characters. |
| --- |

* There are plenty of folks you might pursue connections with! For example: a learning peer at Merit America; a former coworker; someone with whom you would like to network; etc.
* In fact, you may even decide to adjust the prompts based on your recipient. See below.

#### [Optional] Prompt 3: Revise Request to Specific Contact(s) Based on Certain Criteria

| Now use the most applicable template to write a connection request to someone who is a Merit America Alum, working in my desired career field of [career field, e.g., IT Support]. Note that I would like to learn from their experience. Do not exceed 200 characters. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Connection Requests

| * Sure! Here are some concise, friendly LinkedIn connection request templates: * 1. \*\*Industry Professional\*\* * "Hi [Name], I’m impressed by your work in [industry]. I’d love to connect and learn more about your insights and experiences. Best, [Your Name]" * 2. \*\*Recruiter\*\* * "Hi [Name], I’m interested in [position] at [company]. Let’s connect! I’d love to discuss how my background aligns with your team’s needs. Thanks, [Your Name]" * 3. \*\*Existing Contact\*\* * "Hi [Name], I hope you’re well! I’d love to stay in touch and connect on LinkedIn. Looking forward to catching up! Best, [Your Name]" * 4. \*\*General Networking\*\* * "Hi [Name], I’m [Your Name]. I admire your work and would love to connect and exchange insights. Looking forward to connecting! Best, [Your Name]” |
| --- |

## ***Messaging an Existing Contact***

| Use these prompts if you’d like to reach out to someone with whom you already have an existing relationship.  Select the relevant prompts to satisfy your networking needs.   * Determine whether you want to extend a concrete invitation (i.e., ask to meet up or talk soon) or whether you are seeking to just get a conversation going with a “soft nudge” * Decide how best to reach your contact: email or LinkedIn?   As always, try to preserve the line breaks you see in these prompts. To do so, hold down “Shift” while you press the return key. |
| --- |

### **ChatGPT Prompts**

#### Prompt: Concrete Invitation/Ask to Existing Contact (Email)

| Craft a networking email I can send to an existing professional contact. In the message, include a concrete invitation to connect via phone over the next two weeks.   My contact's name is [...], and [statement that describes your relationship to the recipient; e.g. she was my supervisor at [Company Name]].  In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing the [certificate name, e.g., Google IT Support Professional Certificate].  Within the message, ask questions so that I can get [his/her/their] advice on [something you’d like help on; e.g., how to showcase my top transferable skills to prospective employers]. Additionally, pose a question to ask [something you’re wondering, e.g., if [he/she/they] has any contacts within the [career name] field and if [he/she/they] would be willing to make an introduction].  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
| --- |

#### Prompt: Concrete Invitation/Ask to Existing Contact (LinkedIn)

* Use the prompt for a concrete invitation email (above) first. Then use this:

| Rewrite this message so that I can send it as a LinkedIn message rather than an email. Limit the text to 100-150 words. Keep the tone appreciative and friendly. Be sure to ask politely for [his/her/their] help and show deference to [his/her/their] schedule. |
| --- |

#### Prompt: “Soft Nudge” to Existing Contact (Email)

| Craft a networking email I can send to an existing professional contact. The goal of the message is to maintain our existing professional relationship.  My contact's name is [...]. [Describe the nature of your connection; e.g., we worked together at [Company Name]]. Mention that I'd love to hear what [he/she/they] have been up to and that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate]. The tone of the message should be friendly and genuine and should not include any "asks" of the recipient. |
| --- |

#### Prompt: “Soft Nudge” to Existing Contact (LinkedIn)

* Use the prompt for a “soft nudge” email (above) first. Then use this:

| Rewrite this message so that I can send it as a LinkedIn message rather than an email. Limit the text to 100-150 words. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Messages to Existing Contact(s)

| Subject: Opportunity to Connect for Career Advice  Hi [...],  I hope you're doing well. I’m reaching out because I am currently pursuing a career change and would love to get your advice on a few things.  As you might remember, I am now working towards the Google IT Support Professional Certificate. I have been really excited about the new skills I’m gaining, but I could use some guidance on how to best showcase my top transferable skills to prospective employers. Your insights would be invaluable to me as I navigate this transition.  Would you be available for a phone call over the next two weeks to discuss this? I would really appreciate hearing your thoughts and any advice you might have. Additionally, I am curious if you have any contacts within the IT field and if you would be willing to make an introduction.  Thank you so much for considering my request. I look forward to connecting with you soon.  Best regards,  Robin Elaine  Hi [...],  I hope you're doing well. I'm currently pursuing a career change and working towards the Google IT Support Professional Certificate. I’d love to get your advice on showcasing my transferable skills to prospective employers.  Would you have some time for a quick phone call in the next two weeks? Your insights would be invaluable to me. Also, if you have any contacts in the IT field and would be willing to make an introduction, that would be amazing.  Thank you so much for considering my request. I look forward to hearing from you.  Best regards,  Robin Elaine  Subject: Keeping in Touch  Hi [...],  I hope you're doing well! I wanted to reach out to catch up and see how things have been going for you. We worked together at [Company Name], and I always appreciated our collaboration.  I’ve been keeping busy myself and am currently pursuing a Google Cybersecurity Certificate, which has been both challenging and exciting.  I'd love to hear what you’ve been up to lately and how your projects are going.  Looking forward to hearing from you!  Best regards,  Robin Elaine  Hi [...],  I hope you're doing well! I wanted to catch up since we worked together at [Company Name]. I always appreciated our collaboration.  I’m currently pursuing a Google Cybersecurity Certificate, which has been quite exciting. I’d love to hear what you’ve been up to lately and how your projects are going.  Looking forward to reconnecting!  Best regards,  Robin Elaine |
| --- |

## ***g an Existing Contact for an Introduction***

| These prompts take a slightly different spin on the messages to an existing contact; for these messages, the goal is to ask one of your existing LinkedIn connections to introduce you to someone within their professional network.  Ideally, the person you ask to make an introduction is someone with whom you **share a relationship**; you shouldn’t send these types of messages to someone who can’t vouch for you as a professional or person.  Note: You’ll have to modify the responses you receive, tailoring them to what you know about your first degree connection. |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Politely Ask for Introduction

| Act as a professional job searching coach. Help me write a LinkedIn message to an existing contact that asks if they would be willing to make an introduction between me and someone in their professional network.  In the message, please follow these rules:  Start by expressing gratitude and appreciation. Make a suggestion, but leave a space for me to fill in key details.  Then explain my reason for reaching out: I am hoping that they are willing to make an introduction between me and one of their "first degree" connections, whose name is [Name].  Then provide a place for me to share a little context. Explain that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate] and that I am exploring a career change. Specifically, I'd like to learn more about [what you’d like to learn from the new connection; i.e what it’s like to work at Company Name (where the connection works)].  End the message by stating that I would be happy to share more context or provide my recipient with any necessary information to assist them in making the introduction.  Throughout the message, be polite and don't be pushy. Express that the recipient should only do this if they feel comfortable. |
| --- |

#### Prompt 2: Condense the Message

| Condense this message so that it retains all of the content but is no more than 200 words. |
| --- |

* Note: the 200 work limit is sort of arbitrary, since you won’t face as strict character limits when messaging an existing contact – but the goal is to make the message a quicker read! As always, you should update/revise your messages to match your experience, tone, and style before sending!

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Asking for an Introduction

| Hi [...],  I hope you're doing well! I wanted to express my gratitude for your ongoing support and our professional relationship.  I’m currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate] and exploring a career change. I noticed you're connected with [Name] on LinkedIn and wondered if you’d feel comfortable making an introduction. I’m interested in learning more about [what it’s like to work at Company Name (where the connection works)] and believe [Name] could provide valuable insights.  I’d be happy to share more context or provide any information that would help you make the introduction smoothly. Please only proceed if you’re comfortable with this request.  Thank you so much for considering this.  Best regards,  Robin Elaine |
| --- |

## ***Cold Outreach to Industry Professional***

| Use these prompts if you’d like to reach out to someone you do not yet know personally.  Decide how best to reach your contact: email or LinkedIn?  As always, try to preserve the line breaks you see in these prompts. To do so, hold down “Shift” while you press the return key. |
| --- |

### **ChatGPT Prompts**

#### Prompt: Concrete Invitation/Ask to Industry Professional (Email)

| Craft a networking email I can send to an as a cold outreach to a professional working in the [career field, e.g., IT Support] field. In the message, include a concrete invitation to connect via phone over the next two weeks.  My contact's name is [...], and [he/she/they] works as a [role name] for a company called [Company Name]. In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate]. Briefly discuss the technical competencies I am gaining through my training. Then touch on the key transferable skills I have gained from my work experience as a [job title, job title, job title]. Include the skills that would most credibly demonstrate how I will be an asset to [his/her/their] company's [career name, e.g. IT Support] team.  Within the message, ask questions so that I can learn more about [his/her/their] work, including what their daily responsibilities entail. Also inquire to learn more about what an entry-level [job title/career field, e.g., IT Support Technician or IT] role at their organization might entail. Ask to see if they have any tips about breaking into the company or catching the attention of a hiring manager.  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
| --- |

#### Prompt: Concrete Invitation/Ask to Industry Professional (LinkedIn)

Use the prompt for a concrete invitation email (above) first. Then use this:

| Rewrite this message so that I could send it as a cold LinkedIn message rather than an email. Limit the text to 200 characters. Keep the tone appreciative and friendly. Be sure to ask politely for [his/her/their] help and show deference to [his/her/their] schedule. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Cold Outreach to Industry Pro

| * *Hi [...],* * *I’m Robin Elaine, currently pursuing a Google IT Support Certificate. I’d love to learn more about your role at [Company Name] and entry-level IT opportunities. Could we chat over the next two weeks? Thanks!* |
| --- |

## ***Cold Outreach Email to Recruiter***

| Use these prompts if you’d like to reach out to a recruiter.  Decide how best to reach your contact: email or LinkedIn?  As always, try to preserve the line breaks you see in these prompts. To do so, hold down “Shift” while you press the return key.  [Optional] Want to know more about Interacting with recruiters? Click [HERE](https://www.loom.com/share/035ddbac8bbb4ba685251feeaefcb643?sid=ba850b90-e08b-44ea-a55b-df6bb4f59e7c) to review a video. |
| --- |

### **ChatGPT Prompts**

#### Prompt: Concrete Invitation/Ask to Recruiter (Email)

| Craft a networking email I can send to an as a cold outreach to a [career field, e.g., IT] recruiter. In the message, include a concrete invitation to connect via phone over the next two weeks.  My contact's name is [...], and [he/she/they] works for the recruiting firm [Company Name]. In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate]. Briefly discuss the technical competencies I am gaining through my training. Then include quick anecdotes that highlight the top transferable skills I have gained from my experience working as a [job title, job title, job title].  Within the message, ask questions if [Name] is aware of any entry-level positions that align with my qualifications. Also inquire for advice about [something you’re seeking to learn, e.g. how to position myself as a career changer]. Offer to provide a resume and cover letter.  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
| --- |

#### Concrete Invitation/Ask to Recruiter (LinkedIn)

Use the prompt for a concrete invitation email (above) first. Then use this:

| Rewrite this message so that I could send it as a cold LinkedIn message rather than an email. Limit the text to 200 characters. Be sure to ask politely for [his/her/their] help and show deference to [his/her/their] schedule. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Cold Outreach to Recruiter

| *Hi [...],*  *I’m Robin Elaine, pursuing a Google IT Support Certificate and a career change. Could we chat in the next two weeks about entry-level IT roles and tips for career changers? Thanks!* |
| --- |

# 

# 

# **Resume**

* Start a **“new chat”** before using these prompts.
* Follow the prompt sequence outlined below.
  + Begin with the bullet point prompts most relevant to your needs: create [bullets from scratch](#kix.ra6pzs6qfi0z) OR [revise existing bullets](#kix.o27hmkwacpd1)
  + Use the bullets to provide context for the summary prompts most relevant to your needs
  + Finally, use the all of the information in this ChatGPT “conversation” to make suggestions about your skills section
* Ensure that you have your Merit America resume template handy so that you can update it after you edit ChatGPT’s responses.

## ***Bullet Points***

| Use each of the 3 bullet point-related prompts in the series. Note: you may have to deploy Prompt 2 multiple times to capture all of your past work experience.  Click [HERE](https://chat.openai.com/share/185af49c-8984-4f5d-92ca-405d732f5068) to see a sample of how the “Bullets from Scratch” prompts work together and the results they could produce.  Click [HERE](https://chat.openai.com/share/3ccb477b-f2f1-43fe-952e-0c1e5b39b5d8) to see a sample of how the “Revising Existing Bullets” prompts work together and the results they could produce.   * Note: these examples demonstrate how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy).   Special circumstances:   * If you are not currently employed, use your most recent job title. * If you are new to the workforce, have no work experience, or have been out of the workforce for a while, update the content to accurately reflect your situation   + Example: “I am unemployed and recently finished high school”   + Example: “I have been a Chief Home Officer/stay at home parent/caretaker” |
| --- |

### **ChatGPT Prompts: Bullet Points from Scratch**

#### Prompt 1: Create First Set of Bullet Points & Est

#### Prompt 2: Repeat for EACH Experience

| Follow the same rules to create 7 bullets for my experience as a [job title] at [Company Name]. |
| --- |

* Repeat this prompt for each of your past work experiences

#### 

#### Prompt 3: Prioritize List

| For each of the [#] roles I have. mentioned, identify the top four bullet points from each list that would appeal to a [career field name, e.g. IT] hiring manager |
| --- |

### 

### **ChatGPT Prompts: Revising Existing Bullets**

#### Prompt 1: Revise First Set of Bullet Points & Establish Rules

| I created a set of resume bullet points for my experience working as an [job title] at [Company Name], but those resume bullet points need improvement. Please transform them into strong, impactful bullets using the following structure: Action verb + Specific action or accomplishment + Relevant transferable skill + Metrics (if applicable).  Make these bullets stand out to a hiring manager who is seeking to fill an entry-level [career] role, but be sure not to make it sound like I have explicit [career] experience.  Please make sure each bullet point includes a number/metric of some kind. Do not use actual figures but instead include a number sign "#" I can update on my own.  Do not include personal pronouns ("I," "me," "our," "you," etc.)  My existing bullet points are:  [...]; [...]; [...]; [...]; [...].  Once complete, suggest three additional bullet points. Ensure that they are unique (do not reiterate skills) and that they follow the same format as those above. |
| --- |

#### 

#### Prompt 2: Repeat for EACH Experience

| Follow these same steps to transform another series of bullet points related to my former job as a [job title] at [Company Name]. These bullets include: [...]; [...]; [...] |
| --- |

* Repeat this prompt for each of your past work experiences

#### Prompt 3: Prioritize List

| For each of the [#] roles I have mentioned, identify the top four bullet points from each list that would appeal to a [career field name, e.g. IT] hiring manager. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Resume Bullets

| Certainly! Here are seven bullet points for your resume that highlight transferable skills from your experience as a dishwasher at the Alcove Restaurant:  - \*\*Streamlined\*\* kitchen operations by implementing an efficient dishwashing workflow, reducing turnaround time by 30%.  - \*\*Managed\*\* the cleanliness of up to 200 dishes per shift, maintaining rigorous standards of hygiene and organization.  - \*\*Coordinated\*\* with kitchen and service staff to ensure timely and accurate delivery of clean dishware, enhancing overall team productivity.  - \*\*Implemented\*\* inventory tracking for dishwashing supplies, resulting in a 15% reduction in waste and cost.  - \*\*Trained\*\* new team members in dishwashing procedures and safety protocols, leading to a 20% increase in operational efficiency.  - \*\*Optimized\*\* the use of industrial dishwashing equipment, troubleshooting minor issues and ensuring continuous operation.  - \*\*Monitored\*\* and reported equipment performance and maintenance needs, contributing to a 25% decrease in equipment downtime.  These points emphasize your ability to manage processes, improve efficiency, and maintain high standards—skills that are valuable in IT and many other fields. |
| --- |

## ***Summary***

| After you have used ChatGPT to create a prioritized list of resume bullets, use the **same “chat”** to create your Summary   * If the bullets it generated accurately reflect your experiences, use [THIS](#kix.r01u02yoal6r) prompt. * If the bullet points ChatGPT generated have wild hallucinations and are not reflective of your experiences, DO NOT use them to inform your summary.   + Instead, **revise your bullet points so that they truly reflect your experiences** and then feed the revised bullets into [THIS](#kix.tlsx8r1bdbud) Summary prompt.   Click [HERE](https://chat.openai.com/share/52c199d2-7dde-4998-9b49-320325890ae0) to see a sample of how this prompt works and the results it could produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt: Good to Go

| Based on these bullet points, help me craft a compelling resume summary section of no more than 4 lines of text. Use only phrases and do not include pronouns ("I," "me," "my," "we," etc).  You can use this summary section template as an example:  [copy and paste resume summary section from your track’s resume template: [IT Support](https://docs.google.com/document/d/1d8ZLIndZYlJhAOCXdCtM8n6lFGMDzNO3DTbGu-Z-c_E/edit?usp=drive_link), [UX Design](https://docs.google.com/document/d/1fjNYJvifcjFgYyQiupsXvCADsfmXGG4ifgRBnrC5BHo/edit?usp=drive_link), [Data Analytics](https://docs.google.com/document/d/193sNlaQlZFL47VIgfb4SM_FHjJFbW-iuhoS9ESvXsCs/edit?usp=drive_link), [Cybersecurity](https://docs.google.com/document/d/1nT8sSCqV0nanCSUPXG87ES4zIJ-qpukvgn2HFcRdssY/edit?usp=sharing), [Project Management](https://docs.google.com/document/d/18-t8emBhsYS55TmD_Pclj_K-pxVw2SprvJZdjhhsZFM/edit?usp=sharing), or [Java Development](https://docs.google.com/document/d/1v0PDnCyTG7_AYgIh6JPPaE2E_jLAxviC/edit?usp=drive_link&ouid=116653032799904556927&rtpof=true&sd=true)] |
| --- |

#### Prompt: Feed More Accurate Information

| Help me craft a compelling resume summary section that highlights my applicable transferable skills. Make the summary statement impactful so that it will stand out to [career field name, e.g. IT] hiring manager.  In crafting the summary section, follow these rules:  Do not exceed 4 lines of text.  Use only phrases  Do not include pronouns ("I," "me," "my," "we," etc).  Mention the [certificate name, e.g., Google IT Support Professional Certificate] in the first line.  Use this summary section template as an example:  [copy and paste resume summary section from your track’s resume template: [IT Support](https://docs.google.com/document/d/1d8ZLIndZYlJhAOCXdCtM8n6lFGMDzNO3DTbGu-Z-c_E/edit?usp=drive_link);[UX Design](https://docs.google.com/document/d/1fjNYJvifcjFgYyQiupsXvCADsfmXGG4ifgRBnrC5BHo/edit?usp=drive_link); [Data Analytics](https://docs.google.com/document/d/193sNlaQlZFL47VIgfb4SM_FHjJFbW-iuhoS9ESvXsCs/edit?usp=drive_link); [Cybersecurity](https://docs.google.com/document/d/1nT8sSCqV0nanCSUPXG87ES4zIJ-qpukvgn2HFcRdssY/edit?usp=sharing); [Project Management](https://docs.google.com/document/d/18-t8emBhsYS55TmD_Pclj_K-pxVw2SprvJZdjhhsZFM/edit?usp=sharing); or [Java Development](https://docs.google.com/document/d/1v0PDnCyTG7_AYgIh6JPPaE2E_jLAxviC/edit?usp=drive_link&ouid=116653032799904556927&rtpof=true&sd=true)]  Here are my resume bullet points:  [copy and paste accurate resume bullet points] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Resume Summary

| Results-driven professional with a proven track record in streamlining operations and enhancing team productivity. Expertise in managing workflows, optimizing equipment use, and implementing inventory tracking, leading to significant cost savings and efficiency improvements. Demonstrated ability to coordinate effectively and train team members to achieve operational excellence. |
| --- |

## ***Skills***

| Use this prompt directly after ChatGPT has generated your bullet points & summary  Click [HERE](https://chat.openai.com/share/185af49c-8984-4f5d-92ca-405d732f5068) to see a sample of how all these prompts work together and the results they could produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt: Suggest Additional Skills

| Based on this information, name 3-5 skills I should add to the skills section of my resume. These should be limited to 1-2 words a piece and must be transferable to my desired field of [career field name, e.g. IT]. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Resume Skills

| 1. \*\*Workflow Optimization\*\*  2. \*\*Resource Management\*\*  3. \*\*Process Improvement\*\*  4. \*\*Troubleshooting\*\*  5. \*\*Team Coordination\*\* |
| --- |

# 

# 

# **Cover Letter**

* Start a **“new chat”** before using any of these prompts.
* Ensure you have the **cover letter template** for your career track handy. **You may access view-only versions of each document below, but DO NOT request edit access; for best results, locate your personal copy by** [**searching your Google Drive**](https://support.google.com/drive/answer/2375114?hl=en&co=GENIE.Platform%3DDesktop).
  + (View Only) [Merit America IT Cover Letter Template](https://docs.google.com/document/d/1mIH86cIEfJCHvfBd1upWsoqP4gXIKImQCwuNuzOtHLU/edit?usp=drive_web&ouid=112121927521777536895)
  + (View Only) [Merit America UX Design Cover Letter Template](https://docs.google.com/document/d/1VhxVgvwLebQzC7z9_a966pAC93jgd1Pxy4utvQLg0Kk/edit?usp=sharing)
  + (View Only) [Merit America Data Analytics Cover Letter Template](https://docs.google.com/document/d/17CfwCKxhLgC-N7pEc7G5AMX5EZOkoiqIKAFIDTr_2Us/edit?usp=drive_link)
  + (View Only) [Merit America Cybersecurity Cover Letter Template](https://docs.google.com/document/d/167Ugpj-rG7Hpdjo0fU47K6Nu9EihkV9WVRUbw98WXsk/edit?usp=sharing)
  + (View Only) [Merit America Project Management Cover Letter Template](https://docs.google.com/document/d/1g1lvVFaexrz7FfOanB_ADTyMQkOaqEQ0wgPwcD0-zU8/edit?usp=sharing)
  + (View Only) [Merit America Java Development Cover Letter Template](https://docs.google.com/document/d/1FIv918L_VIQuIYfpGq3dUZWTQ5nsVXLycwF_EDAFaP4/edit?usp=drive_link)
* Remember to create a copy of the cover letter template for each unique cover letter you write. (File -> Make a Copy)
* Explore three options for prompting ChatGPT to help create your cover letter:
  + Click [HERE](#kix.hgkpxsldfn8s) to prompt ChatGPT to analyze a job description/website *before* it helps you write a cover letter.
  + Click [HERE](#kix.dfznk77f3qz) to try a cover letter first approach in one step.
  + If ChatGPT produces something wonky/inaccurate based on that one-step prompt, click [HERE](#kix.3oc58umme3z0) to try it in two steps.

## ***Job Analysis Approach***

| Start a **new chat** before using these prompts.  These prompts are designed for you to extract key information from a job description and company website before you let ChatGPT apply them to the cover letter template.  Click [HERE](https://chat.openai.com/share/fe8a67b2-dc8a-4904-80fc-f24c3f880d61) to see a sample of how all these prompts work together and the results they could produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

##### Prompt 1: Analyze the Job Description

| Act as a Cover Letter Writing Coach. Interpret information from the following job description.   Distill for me the company mission and values; the top technical competencies required for the role; and the most important skills and personal characteristics needed for the role.   Here is the job description:  [copy and paste text from the job description] |
| --- |

##### Prompt 2: Analyze the Company Website

| Now please summarize key points from information from the company website, which I will provide below.  Your summary should pick up on 2-3 main themes I should use in my cover letter to demonstrate my understanding of the company mission.  Suggest ways that I can make a credible link between what this company does and my own passions and interests.  Here is information from the "About Us" section of the company website:  [copy and paste text from the Company Website] |
| --- |

* If the company website doesn’t have an “About Us” section, consider looking for similar information in a section that might be called: “We Are” or “Our Mission and Values.” If that doesn’t work, extract text from the main company homepage.

##### Prompt 3: Apply Analysis to Resume & Cover Letter Template

|  |
| --- |

### **ChatGPT Prompts: One Step Process**

##### Prompt: Set Rules & Supply Needed Information

| Act as a Professional Resume and Cover Letter Writer and help me create a standout cover letter for the [role name] position I am seeking at [Company Name].  The cover letter you generate should showcase that I understand the company's unique mission and values. It should also demonstrate that I have a clear understanding of the roles and responsibilities of the job and am confident that I can apply my skills because my values align with those of the company/role.  In the cover letter, highlight the skill development I have obtained through earning the [certificate name, e.g., Google IT Support Professional Certificate]. Also emphasize the key transferable skills I possess that will make me an asset to the [Company Name] team.  I will supply you with my resume and the job description as well as a templated cover letter, upon which you should base your response.  My resume content includes:  [copy and paste your resume text]  The job description says:  [copy and paste text from the job description]  And the cover letter template reads:  [copy and paste text from your career track’s cover letter template: [Merit America IT Cover Letter Template](https://docs.google.com/document/d/1mIH86cIEfJCHvfBd1upWsoqP4gXIKImQCwuNuzOtHLU/edit?usp=drive_web&ouid=112121927521777536895); [Merit America UX Design Cover Letter Template](https://docs.google.com/document/d/1VhxVgvwLebQzC7z9_a966pAC93jgd1Pxy4utvQLg0Kk/edit?usp=sharing); [Merit America Data Analytics Cover Letter Template](https://docs.google.com/document/d/17CfwCKxhLgC-N7pEc7G5AMX5EZOkoiqIKAFIDTr_2Us/edit?usp=drive_link); [Merit America Cybersecurity Cover Letter Template](https://docs.google.com/document/d/167Ugpj-rG7Hpdjo0fU47K6Nu9EihkV9WVRUbw98WXsk/edit?usp=sharing); [Merit America Project Management Cover Letter Template](https://docs.google.com/document/d/1g1lvVFaexrz7FfOanB_ADTyMQkOaqEQ0wgPwcD0-zU8/edit?usp=sharing); [Merit America Java Development Cover Letter Template](https://docs.google.com/document/d/1FIv918L_VIQuIYfpGq3dUZWTQ5nsVXLycwF_EDAFaP4/edit?usp=drive_link)] |
| --- |

### 

### **ChatGPT Prompts: Two Step Process**

##### Prompt 1: Set Rules & Supply Needed Information

| Act as a Professional Resume and Cover Letter Writer and help me create a standout cover letter for the [role name] position I am seeking at [Company Name].  The cover letter you generate should showcase that I understand the company's unique mission and values. It should also demonstrate that I have a clear understanding of the roles and responsibilities of the job and am confident that I can apply my skills because my values align with those of the company/role.  In the cover letter, highlight the skill development I have obtained through earning the [certificate name, e.g., Google IT Support Professional Certificate]. Also emphasize the key transferable skills I possess that will make me an asset to the [Company Name] team.  I will supply you with my resume and the job description, upon which you should base your response.  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

##### Prompt 2: Add in the Merit America IT Cover Letter Template

| Revise the cover letter so that it more clearly aligns with the cover letter template I will copy and paste below.   Here is the cover letter template:  [copy and paste text from your career track’s cover letter template: [Merit America IT Cover Letter Template](https://docs.google.com/document/d/1mIH86cIEfJCHvfBd1upWsoqP4gXIKImQCwuNuzOtHLU/edit?usp=drive_web&ouid=112121927521777536895); [Merit America UX Design Cover Letter Template](https://docs.google.com/document/d/1VhxVgvwLebQzC7z9_a966pAC93jgd1Pxy4utvQLg0Kk/edit?usp=sharing); [Merit America Data Analytics Cover Letter Template](https://docs.google.com/document/d/17CfwCKxhLgC-N7pEc7G5AMX5EZOkoiqIKAFIDTr_2Us/edit?usp=drive_link); [Merit America Cybersecurity Cover Letter Template](https://docs.google.com/document/d/167Ugpj-rG7Hpdjo0fU47K6Nu9EihkV9WVRUbw98WXsk/edit?usp=sharing); [Merit America Project Management Cover Letter Template](https://docs.google.com/document/d/1g1lvVFaexrz7FfOanB_ADTyMQkOaqEQ0wgPwcD0-zU8/edit?usp=sharing); [Merit America Java Development Cover Letter Template](https://docs.google.com/document/d/1FIv918L_VIQuIYfpGq3dUZWTQ5nsVXLycwF_EDAFaP4/edit?usp=drive_link)] |
| --- |

### 

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Cover Letter

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Before copy and pasting your new Cover Letter contents into your copy of the Merit America Cover Letter Template, change the font to* ***Calibri size 11*** |
| --- |

# 

# **Tailoring**

* Exercise EXTREME caution when using ChatGPT for tailoring; approach its suggestions with skepticism and actively root out hallucinations/inaccuracies



* Because you are making **unique, tailored versions** of your professional collateral (resume & cover letter), remember to always start by **making a new copy** of your original collateral docs (File -> Make a Copy).
* Rename each new version.
  + For Resume: FirstName LastName - Resume - Company Name
  + For Cover Letter: FirstName LastName - Cover Letter- Company Name

## ***Resume Tailoring***

| Before you begin, **make a copy** of your resume doc (File -> Make A Copy) and rename it: FirstName LastName - Resume - Company Name  Click [HERE](https://chat.openai.com/share/c5189c35-f5df-4d53-b76d-3322114a2f11) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

##### Prompt 1: Tailoring Resume Summary

| I am interested in applying to the [role name] position at [Company Name]. I would like for you to suggest improvements I can make to my resume's summary section so that it more clearly aligns with the role. I will provide you with my resume summary and the job description.   Please follow these rules:  Do not mention technical experience I have outside of that which I have obtained while pursuing the [certificate name, e.g., Google IT Support Professional Certificate].  Do not mention the role or company name in your revision suggestions.  Do not write in complete sentences; use only phrases with dynamic language.  Do not include personal pronouns (I, me, my, etc.).  Place your suggested edits in bold font.  Keep the summary to 4-5 lines of text.  Here is my resume's summary section:  [copy and paste resume summary section from your track’s resume template: [IT Support](https://docs.google.com/document/d/1d8ZLIndZYlJhAOCXdCtM8n6lFGMDzNO3DTbGu-Z-c_E/edit?usp=drive_link);[UX Design](https://docs.google.com/document/d/1fjNYJvifcjFgYyQiupsXvCADsfmXGG4ifgRBnrC5BHo/edit?usp=drive_link); [Data Analytics](https://docs.google.com/document/d/193sNlaQlZFL47VIgfb4SM_FHjJFbW-iuhoS9ESvXsCs/edit?usp=drive_link); [Cybersecurity](https://docs.google.com/document/d/1nT8sSCqV0nanCSUPXG87ES4zIJ-qpukvgn2HFcRdssY/edit?usp=sharing); [Project Management](https://docs.google.com/document/d/18-t8emBhsYS55TmD_Pclj_K-pxVw2SprvJZdjhhsZFM/edit?usp=sharing); or [Java Development](https://docs.google.com/document/d/1v0PDnCyTG7_AYgIh6JPPaE2E_jLAxviC/edit?usp=drive_link&ouid=116653032799904556927&rtpof=true&sd=true)]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

##### Prompt 2: Suggested Edits to Resume Bullets

| Based on this revised summary, suggest updates I can make to my resume bullet points.   Follow the same rules as above. Place suggested edits in bold font.  Here are my resume bullets:  [copy and paste your resume bullets] |
| --- |

##### Prompt 3: Updated Soft Skills

| Based on this information, suggest 3-5 soft skills I should add to my resume's Skill section. Your suggestions should be limited to 1-2 words a piece.   Here is my resume’s skills section:  [copy and paste text from your resume’s skills section] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Tailored Resume

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Change the font to* ***Calibri size 10*** * *Before copy and pasting these tailored updates into your resume,* ***make a copy*** *of your resume document* *and rename it: FirstName LastName - Resume - Company Name* |
| --- |

## 

## ***Cover Letter Tailoring***

| After verifying, editing, and authenticating ChatGPT’s suggested tailoring edits to your resume, **use the** [**Cover Letter prompts**](#kix.31e0z0lw9g9d)to refine and tailor your cover letter  Before you begin tailoring your Cover Letter, **make a copy** of your cover letter doc (File -> Make A Copy) and rename it: FirstName LastName - Cover Letter - Company Name  Exercise EXTREME caution when using ChatGPT for tailoring; approach its suggestions with skepticism and actively root out hallucinations/inaccuracies |
| --- |

## 

## ***Interview Tailoring***

| After verifying, editing, and authenticating ChatGPT’s suggested tailoring edits to your resume, check out the[**Company Specific Interview Prompts**](#kix.39umggi1jnih)below |
| --- |

# 

# **Interview Preparation**

* Always **start a new chat** before experimenting with any of the interview-related prompts below.
* Pick the best approach for you! 
  + Click [HERE](#kix.huggbglzdpd9) to use ChatGPT to gain inspiration for STAR stories
  + Click [HERE](#kix.c3t430vpop4t) to use ChatGPT to generate possible interview responses based on your resume
  + Click [HERE](#kix.sljy6wanu2k8) to use ChatGPT to identify (and answer!) common behavioral interview questions
  + Click [HERE](#kix.39umggi1jnih) to use ChatGPT to tailor your interview prep to a specific company
  + Click [HERE](#kix.ogcqf5t8ca7b) to use ChatGPT to help you prepare for salary negotiations
* Exercise caution when reviewing these responses; they are *entirely fabricated* based on the (limited) context you have provided ChatGPT.

## ***Gain Inspiration: STAR Prep for Common Interview Questions***

| Start a **new chat**.  Use these prompts to get your wheels turning and jog your memory about relevant experiences you can use to address common interview questions.  For example: You may have encountered [Merit America’s STAR Interview Prep Exercise](https://docs.google.com/document/d/1yG_HCCJgf_TmFJLU8Y1RzN50YvWsslo415zEfJBOeTU/copy) and struggled to generate ideas for your STAR stories.  Utilizing these prompts can help you gain inspiration, but you will have to update and align these recommendations to make them accurately reflect your experiences.  Once you’ve run through all of the prompts, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Inspiration for STAR interview Prep”  Click [HERE](https://chat.openai.com/share/3b3e7a2a-91be-49d3-baa0-216845baba56) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Rule Setting & Delivering Results

| Act as a Job Interview Coach. Provide me with 2 impactful, credible anecdotes I can use to answer the interview question: “Tell me about a time when you delivered results despite a challenging environment or context. What was the situation, your goal, and the results?”  Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took. Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Use my professional experience as a [job title] at [Company Name], a [job title] at [Company Name], and a [job title] at [Company Name] to guide your responses.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional. |
| --- |

#### Prompt 2: Developing a New Skill (Including Merit America Learning!)

| Now follow the same rules to provide 2 answers to this question: “Tell me about a time when you had to develop a new skill? How do you approach the learning process?”  One of your answers should describe my experience as a learner at Merit America. This answer should emphasize not only my learning agility and perseverance, but also the technical skills I have gained by earning the [certificate name, e.g., Google IT Support Professional Certificate].  The other answer you provide should relate to a skill I developed from my work experience. |
| --- |

#### Prompt 3: Overcoming Conflict

| Follow the rules identified in the original prompt. Provide me with 2 answers to the question: "Tell me about a time when you experienced conflict at work. How did you overcome it?" |
| --- |

#### 

#### Prompt 4: Achieving Goals

| Follow the rules identified in the original prompt. Provide me with 2 answers to the question: “Please share a time when you set a goal for yourself and achieved it.” |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: STAR Story Inspiration

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Transfer this information into the STAR Interview Prep worksheet, if you desire* |
| --- |

## 

## ***Leverage Your Collateral***

| Start a new chat before using these prompts.  Use all 4 of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Collateral-Backed Interview Stories”  Click [HERE](https://chat.openai.com/share/765f6f2e-ac93-409e-ae19-c956dce1bcc5) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Use Resume to Generate Stories

| I am a career changer who is preparing for job interviews in my new field of [career field, e.g., IT Support]. Act as a Job Interview Coach and help me generate 5 unique, impactful interview-ready responses that I can use to respond to a variety of common interview questions.  Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took. Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Do not allude to any professional experience I have as an [career field, e.g., IT].  Use my resume as the basis for the answers you provide.  Here is my resume:  [copy and paste your resume text] |
| --- |

#### Prompt 2: Identify Questions

| For each of the responses above, provide me with 3 interview questions that might solicit the response given.   The interview questions should be general in nature: they should not explicitly mention any of my prior jobs or reference any specific aspect of my resume. |
| --- |

#### 

#### Prompt 3: Align Questions & Answers

| Rewrite the responses you provided to the original prompt, placing them underneath each of the interview questions you provided here. |
| --- |

#### 

#### Prompt 4: Explore How to “Flex” Stories to Address Different Questions

| Continue with the rest of the responses. |
| --- |

* Note: this prompt will help you see how you can “flex” your STAR stories to satisfy different types of interview questions

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Collateral-Backed Stories

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Answer the Question***

| Start a new chat before using these prompts.  Use both of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Behavioral Q&A Prep”  Click [HERE](https://chat.openai.com/share/60bbe090-afd1-4675-8576-3c14adb15e3e) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Solicit Questions

| Act as a Job Interview Coach. Supply me with 6 common behavioral questions I can expect to see during job interviews. |
| --- |

#### 

#### Prompt 2: Generate Answers

| Assume that I am a career changer who is interviewing for their first [career field, e.g., IT]role.  Use my resume to supply answers to each of the questions.   Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took. Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Do not allude to any professional experience I have as an [career field, e.g., IT] professional.  Use my resume as the basis for the answers you provide.  Here is my resume:  [copy and paste your resume text] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Behavioral Q & A

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Company Specific***

| Start a new chat before using these prompts.  Find a job you’d like to apply for! Select the text from the job description to use in the prompts below.  Use all 5 of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “[Company Name] - Interview Prep”  Click [HERE](https://chat.openai.com/share/eb68b086-a1c0-4332-8104-c54b3ff02ae1) to see a sample of how these prompts work together and the results they may produce. (If you’re wondering, I used [THIS](https://docs.google.com/document/d/1cEByY8Z5aPsbHa6vj-kqD6x91Q7Jy_tsKNQbwMzNOso/edit#bookmark=id.vezevialk69n) as my sample job description.)   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Use Resume to Generate Stories

| I am a career changer who is preparing for job interviews in my new field of[career field, e.g., IT Support]. Act as a Job Interview Coach and help me generate 5 unique, impactful interview-ready responses that I can use to respond to a variety of common interview questions.  Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took.  Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional. Use my resume as the basis for the answers you provide.  Here is my resume:  [copy and paste your resume text] |
| --- |

#### Prompt 2: Tailor to Job Description

| Now help me tailor these answers so that they will stand out to a hiring manager at [Company Name], based on the job description I will copy and paste below.  The tailored answers must be based on my past work experiences.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional.   Here is the job description:  [copy and paste the text from the job description] |
| --- |

#### Prompt 3: Why You? Why Us?

| Using information from my resume and the job description, generate answers to these three questions:  "Why should we hire you?"  "What makes you interested in working for our company?"  "How can your skills make a positive impact on our company?" |
| --- |

#### Prompt 4: Pose Impressive Questions to Interviewer

| What are two questions I ought to pose to my interviewer at [Company Name] to show that I am well-informed about their company? |
| --- |

#### 

#### Prompt 5: Pose Impressive Role/Responsibility-Related Questions to Interviewer

| Generate two more questions I ought to pose to my interviewer at [Company Name]. These questions should help me better understand the role I am applying for and demonstrate my insightful enthusiasm to get to work. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Company-Specific Interview Prep

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Company Specific Professional Introduction***

| Start a new chat before using these prompts.  Find a job you’d like to apply for! Select the text from the job description to use in the prompts below.  Use all 3 of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “[Company Name] - Professional Introduction”  Click [HERE](https://chat.openai.com/share/c725ea26-b196-443f-afa3-d9b2e042bf48) to see a sample of how these prompts work together and the results they may produce. (If you’re wondering, I used [THIS](https://docs.google.com/document/d/1cEByY8Z5aPsbHa6vj-kqD6x91Q7Jy_tsKNQbwMzNOso/edit#bookmark=id.fv9cu5klvf4i) as my sample job description.)   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: “Tell Me About Yourself”

| Act as a Job Interview Coach.  Help me write 3 distinct, compelling answers to the "tell me about yourself" interview question.  In each answer you provide, follow this format:  Begin by mentioning that I am working to obtain the [certificate name, e.g., Google IT Support Professional Certificate] and mention 2-3 of the technical competencies I am developing through my training.  Then use my resume to identify 3 anecdotes to highlight three of my top transferable skills. Explain how I have applied those skills and past roles and briefly demonstrate their applicability to my desired role as a [role name, e.g. Help Desk] professional.  Finally, cap off my answer with a strong closing statement that reiterates the skills I bring to the table.  Throughout the response, ensure the tone is enthusiastic, professional, and confident. Ensure the answer is something I could say in 1-2 minutes.  Here is my resume:  [copy and paste your resume bullet points] |
| --- |

#### 

#### Prompt 2: Optimized Professional Introduction

| Combine the very best of these three examples into one comprehensive answer. |
| --- |

#### 

#### Prompt 3: Tailor to Job Description

| Now help me tailor this answer so that it will stand out to a hiring manager at [Company Name], based on the job description I will copy and paste below.  As with before, follow this format:  Begin the answer by mentioning the skills I am developing in pursuit of the [certificate name, e.g., Google IT Support Professional Certificate]. Name 2-3 of the technical competencies I am gaining.  Then use my career history to discuss the transferable skills I have that are most relevant to the job.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional.   Finally, cap off my answer with a strong closing statement that reiterates the skills I bring to the table. Express my excitement about pursuing a career at this company.   Here is the job description:  [copy and paste the text from the job description] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Company-Specific Professional Introduction

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Company Specific Value Statement for Salary Negotiations***

| Start a new chat before using these prompts.  Use both of these prompts in a series. (Do not start a new chat in between.)  Use these prompts each time you prepare to enter salary negotiations, as the goal is to align your specific value statement to the company needs.  Be sure to tailor and authenticate the responses provided for you based on what you have learned from salary research and conversations during your interview.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Value Statement - [Company Name]”  Click [HERE](https://chat.openai.com/share/9048b550-0ce1-4554-b197-284a026f4db8) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Negotiation Talking Point Templates

| I am a career changer, and I am seeking an entry-level role in [career field, e.g., IT Support] . Act as a professional job searching coach and suggest strategies I can use to negotiate my starting salary.   Help me craft short, templated statements I can use in the following situations:  1. As part of an Initial phone screen, an answer to the question: “what are your salary expectations”  2. In a live conversation, in response to getting a job offer where the salary is lower than my expectations  3. Via email, in response to getting a job offer where the salary is lower than my expectations. For this statement, assume I’ve had a few days to reflect on the offer I was given.  Each templated statement should highlight my value: emphasize the skills, experience, and unique qualities I bring to the table. Demonstrate how my previous career and skills can add value to the [job title or career field, e.g., Help Desk or IT Support] position. |
| --- |

#### Prompt 2: Resume and JD-Aligned Talking Points

| Now refine all three of the statements you provided based on information from my resume and the job description for the role I am applying for. I will provide my resume and the job description below.  In your responses, please follow these rules:  Make a compelling case for how and why my past experiences equip me to be an immediate value-add.  Start by expressing appreciation.  Then state that I have researched comparable roles within the geographic region. Include a place where I can plug in relevant figures.  After expressing appreciation and mentioning relevant salary-related research, provide 2-3 specific, illustrative examples that showcase my confidence in my ability to add value.  Ensure that the examples authentically represent my experiences: focus on my transferable skills and showcase the assets I will bring to the role that make me deserving of the salary I seek.  When providing examples, do not state that I have any professional in-field experience, apart from that which I have obtained through my acquisition of the [certificate name, e.g., Google IT Support Professional Certificate].  Keep the tone professional and polite.  I want this job.  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Company-Specific Interview Prep

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

# **Advanced Outreach**

* Use these prompts for various aspects of effective workplace communications, networking messages, and job search-related outreach.
* Start a **new chat** before utilizing these prompts.

## ***Improve Draft Emails***

| Start a new chat before using these prompts.  Draft a message you’d like to send **before** you use ChatGPT to suggest improvements.  Continue to iterate on the responses given, providing new prompts until the message fits your desired purposes. Click [HERE](https://chat.openai.com/share/d49325a5-117c-40cb-b322-723939a3bfcd) to see an example.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Revise and Improve Existing Email

| I wrote a draft of an email that I want to send [brief description of purpose of your email, e.g. to request help on an assignment from a Merit Career Coach]. I would like for you to help me to revise and improve it.  Here is the draft email I have written:  [copy and paste text of draft email] |
| --- |

#### Prompt 2: Experiment with Email Structure

| Revise this email so that [identify the nature of the improvement you’d like to see, e.g. it is easier to read. Use bullet points if appropriate in some sections]. |
| --- |

#### Prompt 3: Experiment with Email Tone

| Now revise this email so that the tone is [name the tone you’re hoping to strike, e.g., more friendly]. |
| --- |

* Other tones you could experiment might be: formal, professional, informative, courteous, appreciative, assertive, humorous, confident, persuasive, concise, enthusiastic

## ***Informational Interview Request***

#### Prompt 1: Informational Interview Request Email

| Craft an email I can send to request an Informational Interview.  My contact's name is [...], and they work as a [add your contact’s job title] at [Company Name]].  In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate].  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
| --- |

* If your contact responds affirmative and is willing to connect with you but you’re not quite sure what you’d like to ask them, proceed to the prompt below for inspiration!

#### Prompt 2: Get Pointers on What to Ask During an Informational Interview

| Suggest 3 questions I should ask during this informational interview. |
| --- |

## ***Follow Up: After Informational Interview***

#### Prompt: Follow Up After Informational Interview

| I am a job seeker hoping to transition into tech. Act as a professional job search coach, and help provide me with a template I can use for writing a follow up message after an informational interview. |
| --- |

## 

## ***Reference Request Email***

### **ChatGPT Prompts**

#### Prompt: Reference Request

| Craft an email I can send to an existing professional contact to ask if they are willing to provide me with a professional reference.  My contact's name is [...], and [statement that describes your relationship to the recipient; e.g. she was my supervisor at [Company Name]].  In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate].  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Reference Request Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
| --- |

## 

## ***Thank You Email***

### **ChatGPT Prompts**

#### Prompt: Thank You for the Interview

| Craft a short follow-up email I can send to [Name], a hiring manager and [Company Name] with whom I just had an interview for the [job title] position.   The email should be friendly, enthusiastic, and punchy. It should avoid cliches like "I hope this email finds you well."   Begin the message by indicating my on-going excitement about the role. Mention a few highlights from our conversation.   Then briefly relate my top transferable skills to the job description. You may draw these skills from my resume. This section should be no more than 3 sentences in length.   Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

* Once you have a draft written, add key attachments to this email! Include the tailored resume and cover letter you used to apply for the position.

#### Prompt: Thank You for the Networking Conversation/Informational Interview

| Craft a short, appreciative email that I can send to [Name], with whom I have just had an informational interview about [career field, e.g., IT Support] roles at [Company Name].  The message should be no more than 3 short paragraphs in length, and it should avoid cliches like "I hope this message finds you well."  Begin the message by expressing gratitude, mentioning a few highlights from our conversation.  Within the message, express why I am so excited about [Company Name], using information from my resume and information from the [Company Name] website.  End the message with an offer to keep in touch. Say that I can provide my professional collateral for review, if needed.  Here is my resume:  [copy and paste your resume text]  Here is information from the company website:  [copy and paste the text from the “About Us” section of the company website] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Thank You Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
| --- |

## ***Follow-Up Email***

### **ChatGPT Prompts**

#### Prompt: Follow-Up on the Status of an Existing Application

| I interviewed for the [role name] position at [company name] on [date you applied].   Imagine you are a Job Searching Coach. Write me a follow-up email to check on the status of my application.  The email must:  Be no more than 3 paragraphs in length.  Be friendly and genuine; avoid anything that sounds pushy or accusatory  Express my on-going interest in the role  Briefly reiterate a few of my top assets as a candidate  Offer to provide any additional materials that might support my application  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

* Once you have a draft written, add key attachments to this email! Include the tailored resume and cover letter you used to apply for the position.

#### Prompt: Follow-Up after You Don’t Hear Back from an Interview

| I interviewed for the [role name] position at [company name] on [date you had your interview].   Imagine you are a Job Searching Coach. Write me a follow-up email to check on the status of my application.  The email must:  Be no more than 3 paragraphs in length.  Be friendly and genuine; avoid anything that sounds pushy or accusatory  Mention something I really enjoyed about the interview I had  Express my on-going interest in the role  Briefly reiterate a few of my top assets as a candidate  Offer to provide any additional materials that might support my application  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

* Once you have a draft written, add key attachments to this email! Include the tailored resume and cover letter you used to apply for the position.

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Follow-Up Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
| --- |

## ***LinkedIn Recommendations***

### **ChatGPT Prompts**

#### Prompt: Revise and Improve Existing LinkedIn Recommendation

| I wrote a draft recommendation for a learning peer with whom I studied at Merit America. I would like for you to help me to revise and improve it.  The recommendation must follow these rules:  It should be appropriate to post on LinkedIn.  It should mention our shared experience as Learning Associates at Merit America within the first line.  It should be no more than 250 words in length.  Here is the draft recommendation I have written:  [copy and paste text of draft email] |
| --- |

* You can iterate on this prompt and ask AI to generate suggestions for a recommendation from scratch– but be warned: this tactic might shortchange your ability to express your appreciation for your peer’s unique value-add

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Follow-Up Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
| --- |