All Prompts for Job One:

- Analyze the job posting and identify Required Skills, Preferred Skills, Key Responsibilities, Company Values/Culture Keywords. (Full job description)

- You are an expert resume writer and career coach. I need you to tailor my resume to a specific job posting while maintaining accuracy and authenticity.

MASTER RESUME: (Full Personal Resume)

JOB POSTING: (Full job description)

INSTRUCTIONS:

1. Analyze the job requirements and identify the most important skills and experiences

2. Reorder and emphasize relevant experiences from my master resume

3. Adjust bullet points to highlight achievements that match the job requirements

4. Incorporate relevant keywords naturally throughout the resume

5. Maintain all factual information - do not fabricate experiences

6. Keep the same overall structure and length Please provide the tailored resume and explain the key changes you made.

- You are an expert career coach and professional writer. I need you to draft a compelling cover letter based on my resume and a specific job posting.

MASTER RESUME: (Full Personal Resume)

JOB POSTING: (Full job posting)

INSTRUCTIONS:

1. Draft a cover letter that is professional and concise (1 page maximum).

2. Clearly state the position I am applying for and where I found the job posting.

3. Highlight my key skills and experiences that directly align with the job responsibilities and requirements.

4. Use a professional tone and formal business letter structure.

5. Do not invent any experience or skills that are not present in the master resume.

6. The letter should express my enthusiasm for the role and the company. Please provide the tailored cover letter.

All Prompts for Job Two:

- Analyze the job posting and identify Required Skills, Preferred Skills, Key Responsibilities, Company Values/Culture Keywords. (Full second job description)

- You are an expert resume writer and career coach. I need you to tailor my resume to a specific job posting while maintaining accuracy and authenticity.

MASTER RESUME: (Full Personal Resume)

JOB POSTING: (Full second job description)

INSTRUCTIONS:

1. Analyze the job requirements and identify the most important skills and experiences

2. Reorder and emphasize relevant experiences from my master resume

3. Adjust bullet points to highlight achievements that match the job requirements

4. Incorporate relevant keywords naturally throughout the resume

5. Maintain all factual information - do not fabricate experiences

6. Keep the same overall structure and length Please provide the tailored resume and explain the key changes you made.

- You are an expert career coach and professional writer. I need you to draft a compelling cover letter based on my resume and a specific job posting.

MASTER RESUME: (Full Personal Resume)

JOB POSTING: (Full second job posting)

INSTRUCTIONS:

1. Draft a cover letter that is professional and concise (1 page maximum).

2. Clearly state the position I am applying for and where I found the job posting.

3. Highlight my key skills and experiences that directly align with the job responsibilities and requirements.

4. Use a professional tone and formal business letter structure.

5. Do not invent any experience or skills that are not present in the master resume.

6. The letter should express my enthusiasm for the role and the company. Please provide the tailored cover letter.

All Prompts for Job Two:

- Analyze the job posting and identify Required Skills, Preferred Skills, Key Responsibilities, Company Values/Culture Keywords. (Full third job description)

- You are an expert resume writer and career coach. I need you to tailor my resume to a specific job posting while maintaining accuracy and authenticity.

MASTER RESUME: (Full Personal Resume)

JOB POSTING: (Full third job description)

INSTRUCTIONS:

1. Analyze the job requirements and identify the most important skills and experiences

2. Reorder and emphasize relevant experiences from my master resume

3. Adjust bullet points to highlight achievements that match the job requirements

4. Incorporate relevant keywords naturally throughout the resume

5. Maintain all factual information - do not fabricate experiences

6. Keep the same overall structure and length Please provide the tailored resume and explain the key changes you made.

- You are an expert career coach and professional writer. I need you to draft a compelling cover letter based on my resume and a specific job posting.

MASTER RESUME: (Full Personal Resume)

JOB POSTING: (Full third job posting)

INSTRUCTIONS:

1. Draft a cover letter that is professional and concise (1 page maximum).

2. Clearly state the position I am applying for and where I found the job posting.

3. Highlight my key skills and experiences that directly align with the job responsibilities and requirements.

4. Use a professional tone and formal business letter structure.

5. Do not invent any experience or skills that are not present in the master resume.

6. The letter should express my enthusiasm for the role and the company. Please provide the tailored cover letter.