

# The Ultimate ChatGPT Job Hunting Guide

## AI Tools

**Crystal**

Helps job-seekers narrow their search and find positions where they are most likely to thrive.

**Jobscan**

Optimizes your resume by highlighting key skills & experience recruiters seek for any job.

**vmock**

Benchmarks your resume against 100+ critical parameters and provides an action plan to optimize fit.

**HireVue**

Analyzes speech, facial expressions, etc. and scores answers to help you tell your story effectively.

**adept ID**

Discovers transferable skills and matches them to new career opportunities.

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### Dream Role Identification

- I am a professional [INSERT PROFESSION, ex: marketer] with expertise in [INSERT TOP 3 SKILLS, ex: social media, market research & SEO]. Acting as my career consultant, please provide an overview of how these skills align with current demands in [INSERT INDUSTRY, ex: technology].
- Acting as a job market expert, please go through my profile below [INSERT PROFESSIONAL EXPERIENCE] and provide a list of emerging roles in [INSERT INDUSTRY] that align with my experience.
- Please go through the below job roles [INSERT JDs FROM YOUR TARGET INDUSTRY OVER THE LAST 5 YEARS]. Compare role responsibilities to highlight evolving trends and opportunities.
- My dream role is [INSERT JOB TITLE] at [INSERT COMPANY/INDUSTRY]. Acting as my career advisor, please go through my profile below and identify skills, qualifications and gaps to get the job.
- I am a [INSERT FUNCTION] aspirant/professional with [INSERT NUMBER] years of experience in [INSERT INDUSTRY]. Please provide me with a list of the best job search platforms for my industry and experience level.
- I am a [INSERT ROLE] aspirant looking for positions in [INSERT INDUSTRY]. Acting as my job advisor, please provide me with a tailored 60-day plan to streamline my search strategy and align it with my skills [INSERT EXPERIENCE].
- I am targeting [INSERT FUNCTION] positions in [INSERT INDUSTRY]. Please provide me with a list of AI and machine learning tools to personalize my search, along with best practices to use them.
- I have a background in [INSERT FIELD] and am actively looking for open positions. But my search is broad and I lack clarity. Please ask me the right questions to understand my goals and skills and provide me with a strategy to make more focused applications.

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### Online Presence & Networking

- I have a background in [INSERT FIELD] and aspire to be like [INSERT ROLE MODEL]. Please provide me with tactful strategies to initiate meaningful conversations with [ROLE MODEL] and other industry leaders on LinkedIn without sounding intrusive.
- I have a vast network in [INSERT DOMAIN/INDUSTRY/REGION] but am struggling to find suitable positions. Please provide me with a strategy, with well-defined follow-up actions, to convert my networking efforts into real-world professional opportunities.
- Acting as a networking expert, please provide me with a strategy, including scripts and opening messages, to reconnect with old colleagues and mentors in a genuine and engaging manner.
- Please share best practices and common etiquette while asking for referrals and introductions within my professional network.
- I am trying to grow my online presence on LinkedIn to secure more attractive opportunities. What parts of my profile should I pay attention to? Please suggest ways to audit and improve these parts to create maximum impact.
- I have [INSERT NUMBER] years of experience in [INSERT DOMAIN]. Please go through my skills below and suggest ways I can use this expertise to create engaging content and attract recruiters.
- I am trying to build my personal brand on [INSERT PLATFORM] but am conflicted between creating professional content and personal content. Please suggest ideas to optimally balance the two aspects so I can be engaging and credible at the same time.
- I want to grow my presence on [INSERT PLATFORM] to attract more opportunities in [INDUSTRY/FUNCTION]. Please provide a list of professional groups and forums that I can get into and strategies for engaging with industry-relevant content to boost my visibility.

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### Resume & Cover Letter Writing

- I am applying for jobs in [INSERT FUNCTION] in [INSERT INDUSTRY]. Acting as an industry expert, please go through my CV below and suggest keywords to capture attention effectively.
- Please go through my CV below and suggest innovative ways to showcase my soft skills [ex: communication & collaboration] and hard skills [ex: IT tools] to land remote work positions.
- I am applying for a role as [INSERT TITLE] in [INSERT COMPANY]. Please go through the company page below [INSERT LINK] and distill their core values. Then, please review my cover letter below and tailor it to match my statement with the company's mission, culture and values [INSERT COVER LETTER].
- I am re-entering the workforce after a [INSERT PERIOD] sabbatical. Please go through my resume below and suggest ways to positively highlight my career gap without hurting my chances of an interview.

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### Interview Preparation

- I am interviewing for a role as [INSERT TITLE]. Acting as an expert advisor, please anticipate the most challenging questions that I'm likely to face and provide me with strategies to answer them creatively.
- I am interviewing for the position of [INSERT TITLE]. Acting as the interview panel, please build mock interview scenarios and ask me questions to test my preparedness. Then, please evaluate my responses and suggest ways to improve them.
- Acting as a communications expert, please suggest ways to improve my camera presence and overcome the limitations of an online interview to show positive body language and make a good impression.
- I am interviewing for a position as [INSERT TITLE]. Acting as the interview panel, please ask me a bunch of relevant questions to test my problem-solving and critical thinking skills and critique my responses to suggest improvements.

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### Salary Negotiation

- I have an interview with [INSERT COMPANY] for the role of [INSERT POSITION]. Acting as an expert negotiator, please research and advise on average salary as per industry standards. Then, provide me with strategies to position myself favorably and make an ask that they cannot refuse.
- Acting as a psychology expert, please suggest a list of phrases, and the context they can be used in, while negotiating a job offer.
- I have offers from [INSERT NUMBER] companies. Please advise on common etiquette and best practices to ethically navigate this scenario so I can pick what's best for me.
- I have an offer from a company that I really like but the monetary compensation doesn't match up to my expectations. Please suggest strategies for negotiating a higher salary without jeopardizing the offer.

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### Career Pivot

- I have been working as a [INSERT CURRENT PROFESSION] for [INSERT NUMBER] years. I'm interested in pivoting to [INSERT TARGET PROFESSION]. Please analyze my current skill set [INSERT SKILLS] and experience, and advise on additional skills and steps required to make this transition.
- As a [INSERT CURRENT ROLE] looking to pivot into the [INSERT INDUSTRY] sector, what are the key competencies and industry knowledge I should acquire? Please provide a roadmap, including courses, certifications, and networking strategies to facilitate this change.
- I'm a professional in [INSERT INDUSTRY] with a deep interest in [INSERT TARGET INDUSTRY]. What are the emerging trends and skills in the sector that I should focus on?
- I am looking to transition from [INSERT CURRENT ROLE] to [INSERT TARGET ROLE]. What are the key differences in skill sets and mindsets between these two roles, and how can I bridge this gap through self-learning or formal education?

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