**### Task: Analyze CVs and Compare to Job Descriptions Using Prompt Engineering**

**\*\*Objective:\*\***

**To create prompts that help analyze CVs and compare them to specific job descriptions to determine the best match.**

**\*\*Steps:\*\***

**1. \*\*Define Job Description Prompt:\*\***

**- Create a prompt to gather the details of the job description.**

**```**

**Provide the following details for the job description:**

**- Job title**

**- Key responsibilities**

**- Required skills and qualifications**

**- Preferred experience**

**- Location**

**```**

**2. \*\*Extract Key Information from CVs:\*\***

**- Develop a prompt to extract information from CVs.**

**```**

**Extract the following information from the provided CV:**

**- Name**

**- Contact Information**

**- Professional Summary**

**- Work Experience (with details of roles and responsibilities)**

**- Education**

**- Skills**

**- Certifications**

**- Languages**

**```**

**3. \*\*Create Analysis Criteria Prompt:\*\***

**- Design a prompt to create criteria for evaluating the CVs.**

**```**

**Based on the job description, identify the following criteria for analyzing CVs:**

**- Relevance of work experience**

**- Alignment of skills and qualifications**

**- Presence of required certifications**

**- Language proficiency**

**- Location suitability**

**```**

**4. \*\*Match CVs to Job Description Prompt:\*\***

**- Formulate a prompt to match the CV information to the job description criteria.**

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**Using the criteria developed, analyze the CV and determine how well it matches the job description. Assign a score or ranking based on the alignment of each criterion.**

**```**

**5. \*\*Provide Feedback Prompt:\*\***

**- Create a prompt to generate feedback for each candidate.**

**```**

**Based on the analysis, provide feedback for the candidate highlighting the strengths and areas for improvement in their CV in relation to the job description.**

**```**

**\*\*Example Job Description Prompt:\*\***

**```**

**Provide the following details for the job description:**

**- Job title: Senior Graphic Designer**

**- Key responsibilities: Lead design projects from concept to completion, Collaborate with marketing teams, Develop brand guidelines, Manage junior designers**

**- Required skills and qualifications: Proficient in Adobe Creative Suite, Experience in branding and identity design, Strong web and print design skills, Excellent typography skills, 5+ years of experience in graphic design**

**- Preferred experience: Experience in a senior or lead designer role, UX/UI design experience**

**- Location: Dubai, UAE**

**```**

**\*\*Example Extract Key Information from CVs Prompt:\*\***

**```**

**Extract the following information from the provided CV:**

**- Name: Shada Al-Rashid**

**- Contact Information: +971 55 987 6543, shada.alrashid@example.com, Dubai, UAE**

**- Professional Summary: Creative and detail-oriented graphic designer with over 7 years of experience in designing marketing materials, branding, and web design.**

**- Work Experience: Senior Graphic Designer at Creative Studio (Mar 2018 - Present), Graphic Designer at Design Agency (Sep 2013 - Feb 2018), Freelance Graphic Designer (Jan 2012 - Aug 2013)**

**- Education: Bachelor of Arts (BA) in Graphic Design, American University of Dubai (2009 - 2013)**

**- Skills: Adobe Creative Suite, Branding & Identity, Web Design, Print Design, Typography, Creative Concept Development**

**- Certifications: Adobe Certified Expert, UX Design Certification**

**- Languages: English (Fluent), Arabic (Native)**

**```**

**\*\*Example Create Analysis Criteria Prompt:\*\***

**```**

**Based on the job description, identify the following criteria for analyzing CVs:**

**- Relevance of work experience**

**- Alignment of skills and qualifications**

**- Presence of required certifications**

**- Language proficiency**

**- Location suitability**

**```**

**\*\*Example Match CVs to Job Description Prompt:\*\***

**```**

**Using the criteria developed, analyze the CV and determine how well it matches the job description. Assign a score or ranking based on the alignment of each criterion:**

**- Relevance of work experience: High (Senior Graphic Designer role, Graphic Designer role, Freelance Graphic Designer)**

**- Alignment of skills and qualifications: High (Proficient in Adobe Creative Suite, Experience in branding and identity design, Strong web and print design skills, Excellent typography skills)**

**- Presence of required certifications: High (Adobe Certified Expert, UX Design Certification)**

**- Language proficiency: High (English - Fluent, Arabic - Native)**

**- Location suitability: High (Based in Dubai, UAE)**

**```**

**\*\*Example Provide Feedback Prompt:\*\***

**```**

**Based on the analysis, provide feedback for the candidate highlighting the strengths and areas for improvement in their CV in relation to the job description:**

**- Strengths: Shada has relevant work experience, necessary skills, and certifications. Her location in Dubai also makes her a suitable candidate.**

**- Areas for Improvement: Ensure all project details and achievements are clearly highlighted to further strengthen the CV.**

**```**

**This structured approach will help you systematically evaluate CVs and determine the best fit for the job description using prompt engineering techniques.**