

Writing with ChatGPT - From Job Application to Job Offer

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1. Applying for jobs

Prompts:

Write an email to apply for jobs. Here are the details and instructions:

Company name: NeoDove

Candidate Name: Naina

Education: Graduation - B.Com, Full-time full stack web development course at Masai school

Experience: built 4 collaborative and 6 solo projects at Masai

Reason for interest: a great opportunity to learn and show skills, Mention the company's mission

Voice and style guide: Write in a professional way including a subject line. Use natural language and phrases that a real person would use in normal conversations.

Length: Brief - 3 paragraphs

ChatGPT Response:

Subject: Application for Full Stack Web Developer Position at NeoDove

Dear Hiring Manager,

I am excited to apply for the Full Stack Web Developer position at NeoDove. With a Bachelor's degree in Commerce and a full-time full-stack web development course from Masai School, I am eager to bring my technical skills and experience to a dynamic work environment.

I have built 4 collaborative and 6 solo projects at Masai, which has provided me with hands-on experience in various web development technologies. I am confident that I can apply these skills and contribute to the innovative work being done at NeoDove.

I am impressed with NeoDove's mission to create innovative and user-friendly software solutions that help businesses grow. As a web developer, I believe in the power of technology to create positive change, and I am excited about the opportunity to be a part of NeoDove's vision.

Thank you for considering my application. I am excited about the possibility of joining the team at NeoDove and contributing my skills to the company's mission.

Sincerely,

Naina

2. Follow-Up mail after the Application

Prompts:

Follow-Up mail after the Application

Company name: NeoDove

Candidate Name: Naina

Role applied: Full stack developer

Application date: 5th April

Voice and style guide: Write in a professional and polite way including a subject line. Use natural language and phrases that a real person would use.

Keep it brief.

ChatGPT Response:

Subject: Follow-up on Full Stack Developer Application

Dear Hiring Manager,

I am writing to follow up on my Full Stack Developer application for NeoDove, which I submitted on 5th April. I am excited about the opportunity to join your team and contribute to your innovative projects.

As an enthusiastic and driven candidate, I wanted to check in and ensure that my application had been received and considered. If there is any further information I can provide or if there are any updates on the status of my application, please let me know.

Thank you for your time and consideration. I look forward to hearing back from you soon.

Best regards,

Naina

3. Follow-Up mail - After Social Media Outreach

Prompts:

Follow-Up mail - After Social Media Outreach

Company name: Traxcn

Recruiter name: Nayan

Job openings interested in: Full Stack developer/front-end developer

Connected on: LinkedIn on 18th April

Candidate name: Naina

Voice and style guide: Write in a professional way including a subject line. Use natural language and phrases that a real person would use: in normal conversations.

ChatGPT Response:

Subject: Follow-up on LinkedIn Message - Full Stack Developer/Front-End Developer

Dear Nayan,

I hope this email finds you well. I recently connected with you on LinkedIn on 18th April regarding my interest in the Full Stack Developer/Front-End Developer positions at Traxcn.

I wanted to follow up on my initial message to inquire if there have been any updates regarding the positions. I am extremely interested in joining Traxcn and contributing my skills and experience to the team.

If there is any further information that I can provide or if you require any additional details from me, please do not hesitate to reach out. I am grateful for your time and consideration and would welcome the opportunity to discuss my qualifications further.

Thank you for your time and I look forward to hearing from you soon.

Best regards,

Naina

4. Referral Mail

Message/mail to a software professional on LinkedIn, seeking their referral for a job

Company name: localIQ

Professional's name: Nayan

Job openings interested in: Full Stack developer/front-end developer

Candidate name: Naina

Candidate proficiency: MERN stack, full-time web development course at Masai, built both solo & group projects

Voice and style guide: Write in a professional way including a subject line. Use natural language and phrases that a real person would use: in normal conversations.

5. Thanking Email - After the Interview

Prompts:

Thanking Email - After the Interview

Company name: NeoDove

Candidate Name: Naina

Role applied: Full stack developer

Interview date: 15th April

Voice and style guide: Write in a professional and polite way including a subject line. Use natural language and phrases that a real person would use.

Keep it brief.

ChatGPT Response:

Subject: Thank You for Full Stack Developer Interview - NeoDove

Dear Hiring Manager,

I wanted to take a moment to thank you for considering me for the Full Stack Developer role at NeoDove and for inviting me to interview on 15th April. I appreciate the time you took to speak with me and discuss the opportunity further.

After learning more about the position and the company culture, I am more excited than ever about the potential to join your team. The opportunity to contribute to innovative projects and work with a talented team of professionals aligns perfectly with my career goals.

Thank you once again for the opportunity to interview with NeoDove. If there is any further information I can provide or if there are any updates on the status of my application, please do not hesitate to reach out.

Best regards,

Naina

6. Follow-up Email after interview:

Prompts:

Follow-up Email after interview (to know the outcome)

Company name: NeoDove

Role: Full stack developer

Interview date: 15th April

Voice and style guide: Keep it professional and thankful. Use professional language and make it brief.

ChatGPT Response:

Subject: Follow-up on Full Stack Developer Interview - NeoDove

Dear Hiring Manager,

I hope this message finds you well. I wanted to take a moment to thank you for inviting me to interview for the Full Stack Developer role at NeoDove on 15th April. It was a pleasure to meet with you and learn more about the position and the company.

I am very interested in this opportunity, and I am eager to know if there are any updates regarding the status of my application. If there are any further steps I need to take, please let me know. I am happy to provide any additional information that may be needed.

Thank you once again for your time and consideration, and I look forward to hearing from you soon.

Best regards,

Naina

7. Follow-Up mail - After the Phone Interview

Prompts:

Follow-Up mail - After the Phone Interview

Company name: Traxcn

Role: Full stack developer

Interview date: 15th April

Voice and style guide: Keep it professional and persuasive. Use simple language.

ChatGPT Response:

Subject: Follow-up on Full Stack Developer Interview - Traxcn

Dear [Recruiter name],

I hope this message finds you well. I wanted to thank you for taking the time to speak with me on the phone about the Full Stack Developer position at Traxcn on 15th April. I appreciated the opportunity to learn more about the role and the company.

After our conversation, I remain very interested in this opportunity and I am eager to know if there are any updates on the status of my application. I believe my skills and experience would make me a valuable addition to the team at Traxcn.

If there are any further steps I need to take or additional information you need from me, please let me know. I am happy to provide any details you require.

Thank you for your consideration and time, and I look forward to hearing from you soon.

Best regards,

Naina

8. Follow-Up mail - To Inform about Accepting An Offer

Prompts:

Follow-Up mail - To Inform about Accepting An Offer

Company name: Delhivery

Role: Java Backend Developer

Voice and style guide: Use a professional tone and formal tone with enhanced vocabulary.

Additional info: Gratitude, interest in working on what the company does

Keep it brief - 3 paragraphs only.

ChatGPT Response:

Subject: Acceptance of Job Offer - Java Backend Developer

Dear [Hiring Manager's Name],

I hope this email finds you in good health and high spirits. I am writing to express my deep gratitude and enthusiasm for being offered the role of Java Backend Developer at Delhivery. After careful consideration, I am pleased to accept the job offer and am looking forward to starting my journey with the company.

I am excited to join Delhivery because of its reputation as a leading logistics and supply chain solutions provider in India. The company's focus on innovation and leveraging technology to enhance its services aligns perfectly with my passion for creating efficient and effective systems. As a Java Backend Developer, I am excited to bring my skills and knowledge to contribute to the success of Delhivery and work towards achieving its goals.

I appreciate the time and effort invested in the recruitment process and look forward to meeting my colleagues and contributing to the team's growth. Please let me know the next steps and the details regarding the start date, onboarding process, and other formalities.

Thank you once again for this opportunity, and I am excited to start this new chapter in my career.

*Sincerely,
[Your Name]*

9. Follow-Up mail - To Decline An Offer

Reason: competing job offer

Prompts:

Follow-Up mail - To Decline An Offer

Reason: Competing job offer

Company: NeoDove

Role: Full stack developer

Voice and style guide: Use a polite and respectful tone. Express delight and gratitude for the offer received.
Keep it short and brief.

ChatGPT Response:

Subject: Grateful Decline of Offer for Full Stack Developer Role at NeoDove

Dear [Hiring Manager's Name],

I hope this email finds you well. I wanted to take a moment to thank you for offering me the Full Stack Developer role at NeoDove. I was thrilled to receive the offer and deeply appreciate the time and consideration you have given me throughout the interview process.

However, after careful consideration, I have decided to decline the offer. I have received another job offer that aligns better with my long-term career goals and personal aspirations. It was a tough decision, but I have decided to pursue this opportunity.

I would like to express my sincere gratitude to you and the entire team at NeoDove for your efforts in reviewing my application, interviewing me, and extending me the offer. I am impressed with the company's mission and culture, and I wish you all the best in your future endeavors.

Thank you once again for considering me for the role. I hope our paths cross again in the future.

Best regards,

[Your Name]

Reason: Personal reasons

Prompts:

Follow-Up mail - To Decline An Offer

Reason: Personal reasons

Company: NeoDove

Role: Full stack developer

Voice and style guide: Use a polite and respectful tone. Express delight and gratitude for the offer received.
Keep it short and brief.

ChatGPT Response:

Subject: Declining NeoDove Full Stack Developer Role Offer

Dear [Hiring Manager's Name],

I would like to express my sincere thanks for the opportunity you have given me to

interview for the role of Full stack developer at NeoDove. I am grateful for the time you and the team have invested in reviewing my application and considering me for this role.

Unfortunately, due to unforeseen personal circumstances, I regretfully have to decline the offer. This was not an easy decision for me, as I was impressed with the company's mission and vision, and I was looking forward to being a part of the team.

I want to assure you that I hold your organization in high regard and appreciate the opportunity you have provided. I hope that we can stay in touch in the future and perhaps work together at a more opportune time.

Thank you again for your time and understanding. I wish you and the team at NeoDove all the best in your future endeavors.

Best regards,

[Your Name]

10. Follow-Up mail - To Ask For More Time On An Offer

Reason: competing job offer

Prompts:

Follow-Up mail -To Ask For More Time On An Offer

Reason: Competing job offer

Company: NeoDove

Role: Full stack developer

Extension needed till: 12th May

Voice and style guide: Use a professional tone. Express delight and gratitude for the offer received. Show interest in working with the company.

Keep it brief.

ChatGPT Response:

Subject: Request for extension of time to respond to job offer

Dear [Hiring Manager's Name],

I hope this email finds you well. I wanted to thank you for extending the job offer to me for the Full Stack Developer position at NeoDove. I am honored to have been offered the role, and I appreciate the time and effort that the team put into considering my application.

However, I am currently in the process of evaluating another job offer, and I would like to request an extension of time to respond to your offer. I would be grateful if you could give me until 12th May to make my decision. This additional time would enable me to consider both opportunities thoroughly and make an informed

decision.

I am excited about the opportunity to work with the NeoDove team, and I would like to thank you again for your offer. I understand that you may have other candidates for the position, and I would appreciate your understanding in this matter.

Thank you for your time and consideration.

Best regards,

[Your Name]

Reason: personal reasons

Prompts:

Follow-Up mail -To Ask For More Time On An Offer

Reason: Personal reasons

Company: NeoDove

Role: Full stack developer

Extension needed till: 12th May

Voice and style guide: Use a professional tone. Express delight and gratitude for the offer received. Show interest in working with the company.

Keep it brief.

ChatGPT Response:

Subject: Request for Extension on Job Offer Acceptance

Dear [Hiring Manager's Name],

I hope this email finds you well. I wanted to thank you for extending the offer for the Full Stack Developer role at NeoDove. I'm honored to have been selected for this opportunity and appreciate the time and effort the team has invested in me throughout the interview process.

However, I am writing to request an extension on the acceptance deadline. Due to unforeseen personal reasons, I will need additional time to make a final decision. Would it be possible to extend the acceptance deadline till 12th May?

I am very excited about the possibility of joining the team at NeoDove and appreciate your understanding in this matter. Thank you again for your time and consideration.

Best regards,

[Your Name]

11. Follow-Up mail - Seeking feedback after Being Rejected

Prompts:

Follow-Up mail - Seeking feedback after Being Rejected

Company: NeoDove

Role: Full stack developer

Voice and style guide: Use a formal tone and express thankfulness. Keep the language simple and the email length short.

ChatGPT Response:

Subject: Feedback Request for Full Stack Developer Position

Dear [Hiring Manager's Name],

I hope this email finds you well. I wanted to reach out to you to thank you for taking the time to interview me for the Full Stack Developer position at NeoDove. Even though I was not selected for the role, I am grateful for the opportunity to learn more about your company and your hiring process.

I am writing to inquire if there is any feedback you could provide regarding my application and interview. I would appreciate any insights you could share that might help me improve my skills and qualifications for similar positions in the future.

Thank you again for considering my application and for your time. I remain very interested in NeoDove and the possibility of working with your team in the future.

*Sincerely,
[Your Name]*

12. Follow-Up mail - To reschedule/postpone the joining date

Reason for rescheduling: to serve notice period

Prompts:

Follow-Up mail - To reschedule/postpone the joining date

Reason for rescheduling: to serve notice period

Company: EY

Role: Java Developer

Previous joining date: 10th May

New joining date: 20th May

Voice and style guide: Use a polite and thankful tone. Keep the language professional. Email length - 3 concise paragraphs.

ChatGPT Response:

Subject: Request to Reschedule Joining Date

Dear [Hiring Manager's Name],

I am writing this email to request to reschedule the joining date for the position of Java Developer at EY, which was scheduled on 10th May. Unfortunately, due to some unforeseen circumstances, I am required to serve the notice period at my current organization, which will end on 19th May. Therefore, I would like to request a new joining date of 20th May.

I truly appreciate the opportunity to work with EY and the offer extended to me for the role of Java Developer. I am excited about the prospect of joining the team and contributing to the growth of the company. I hope you can understand my situation and grant me this request for a new joining date.

I assure you that I will use this extra time to prepare myself for the role and hit the ground running when I join the team. Thank you for considering my request, and I look forward to hearing back from you soon.

Thank you for your time and understanding.

Sincerely,
[Your Name]

Reason for rescheduling: personal commitments

Prompts:

Follow-Up mail - To reschedule/postpone the joining date

Reason for rescheduling: Personal commitments

Company: EY

Role: Java Developer

Previous joining date: 10th May

New joining date: 20th May

Voice and style guide: Use a polite and thankful tone. Keep the language professional and conversational. Email length - 3 concise paragraphs.

ChatGPT Response:

Subject: Request to Reschedule Joining Date

Dear [Hiring Manager's Name],

I am writing to express my sincere gratitude for extending the offer to join EY as a Java Developer. However, due to some unforeseen personal commitments, I request you to reschedule my joining date.

As much as I am eager to begin my new role at EY, I am currently unable to do so on the previously agreed date of 10th May. I understand that this could cause inconvenience, and I apologize for any inconvenience caused. I am willing to do

whatever is necessary to ensure a smooth transition and minimize any impact on the team.

I hope that you can accommodate my request and reschedule my joining date to 20th May. I assure you that I will use the additional time to complete any pending personal commitments and ensure that I am fully prepared to take up my responsibilities at EY.

Once again, thank you for your understanding, and I look forward to joining the EY team soon.

*Best regards,
[Your Name]*

13. Follow-Up mail - Confirming the joining date

Prompts:

Follow-Up mail - Confirming the joining date

Company: JioSaavn

Role: Backend developer

Joining date: 12th May

Voice and style guide: Keep the tone formal and conversational. Use professional language with simple/rich vocabulary.

ChatGPT Response:

Subject: Confirming My Joining Date

Dear [Hiring Manager],

I hope this email finds you well. I am writing to confirm my joining date for the role of Backend Developer at JioSaavn on 12th May, as agreed upon during our previous correspondence.

I am excited to start this new chapter in my career with your esteemed organization and I assure you that I will put in my best efforts to contribute to the growth of the company. Please let me know if there are any formalities or documents that I need to complete before joining.

Once again, I express my gratitude for the opportunity to work with JioSaavn, and I am looking forward to starting my journey with the company.

*Thank you and best regards,
[Your Name]*