**CHAT-GPT**

**Always start the task sentence with an Action Verb - Generate; Give; Write; Analyze…**

**Use Tones; Casual, formal, enthusiastic… *If you don’t know how to describe the tone. First explain to GPT the feeling you are going for.***

**Tips:**

Go to the company page on LinkedIn, select About section and click “I’m interested” button

Connect recruiters. Search for “Australia” AND “Recruiter”, filter by connection degree and send a connection with a message.

**LinkedIn Job Search:**

Insert this on the LinkedIn input:

"full stack developer" AND "hiring" AND "Australia"

"frontend developer" AND "hiring" AND "Australia"

**-Resume**

Do a specific resume for each job.

First prompt:

“You are an expert resume write with over 20 years of experience working with job seekers trying to land a role in tech. Highlight the 3 most important responsibilities in this job description:” (paste job description).

After receive the answer, send a new prompt:

“Great. Based on these 3 most important responsibilities from the job description, please tailor my resume for this position. Do not make information up. Here is my resume:” (paste your resume)

After that, send a new prompt:

“List out the differences between my original resume and your suggested draft in table format with 2 columns: Original and Updated. Be specific and list out exactly what was changes, down to the exact wording.”

You will receive a table with the comparison. Check for hallucinations/lies from GPT. This final output tells you what changes you can make to your current resume so you are speaking the same language as the recruiter and hiring manager.

**- Cover Letter**

First prompt:

“Assume the role of an experienced career coach for the rest of this conversation. I will first share my resume with you. There is no need to take additional action. If you understand respond with Yes. Here is my resume:”

After send the hook with the resume, send a new prompt:

“Now I will share the job description for the job I’m applying for. No additional action required. If you understand please respond with Yes.”

Send the job description.

Write a new prompt:

“I want to stand out from other job seekers by reverse engineering the job description to uncover exactly what the company is looking for. Analyze the job description and identify the biggest challenge someone in this position would face day-to-day. Give me the root cause of this issue.”

A last prompt:

“Now your task is to write an attention-grabbing for my cover letter that highlights my experience and qualifications in a way that shows I empathize and can successfully take on the challenge mentioned in the job description. Consider incorporating specific examples of how I’ve tackled these challenges in my past work and explore creative ways to express my enthusiasm for the opportunity. Keep my hook within 70 words. Give me 3 variations.”

GPT will send 3 options. Choose one and prompt:

“I like option \_. Now, your task is to write the next paragraph of my cover letter by expanding on a specific experience from my resume that most relates to the cover letter hook.”

After receive GPT answer, send a new prompt:

“Now your task is to close out the cover letter within a final paragraph reiterating my strong interest in the role. Be concise and keep it within 50 words.”

Receive the final cover letter. Remember to review, put your name, address, email, number and portfolio.

* **Job Search Tools**

Watch this video, section Use Case 3:  
<https://www.youtube.com/watch?v=2uN8PTXMY5c&list=PLo-kPya_Ww2zT0trbGN68Rmh_xZcq_BoR&index=9>  
Check chrome extension **Teal**

* Use **bullet Points:**

First, creating bullet points for my resume:

Send this prompt:

“You are an expert resume writer with over 20 years of experience. I will share a bullet point I have on my resume. There is no need to take additional action. If you understand respond with Yes. Here is my bullet point”: (past bullet point from resume)

“I don’t know how my success was measured. Please give me suggestions where and how I can add quantifiable and measurable metrics in this bullet point.”

Improving your bullet point:

Send this prompt:

“You are an expert resume writer with over 20 years of experience. I will share a bullet point I have on my resume. There is no need to take additional action. If you understand respond with Yes. Here is my bullet point”: (past bullet point from resume)

“Your task is to rewrite the bullet point using this structure: ‘I accomplished X by the measure Y that resulted in Z’. For example: ‘I lowered hospital mortality rate by 10% by educating nurses in new protocols which translates to 200 lives saved per year’. Use compelling language and keep the bullet point within 50 words.”

**Job Interview:**

prompt:  
Assume the role of a job search coach with over 20 years of experience.

I am interviewing for the frontend developer position at Moonward.

Your task is to conduct detailed research and return the following:

1. Moonward's core business model (how they make money)

2. Their top 3 competitos and how Moonward's products are differentiated

3. Specific tips for candidates applying for the frontend developer position.

prompt:  
I want you to act as a corporate researcher. Tell me about the company Moonward. For example, how many employes do they have, how much capital have they raised, what is their vision and mission, who is their CEO? provide the information in bullet points.

Prompt:

summarize the following job description and identify key words and skills that I can use when providing an interview answer:

prompt:

you are a seasoned hiring manager with over 20 years of experience.

you are responsible for this job posting.

highlight the 3 most important responsibilities in this job description:

prompt:

based on the 3 most important responsibilities you just identified, use my resume to structure a convincing answer to the "Tell me about yourself" interview question. Use the Present, Past and Future framework. Create a separate header for each section.

The Present is a snapshot of my current career situation as it relates to the job description, limit this part to 100 words.

The Past should only include 1 previous work experience that's most related to the new role, limit this part to 50 words.

The Future should draw a connection between my career trajectory and the new role.

Feel free to get creative here. Limit this part to 100 words. Here is my resume:

Prompt:

if the interviewer ask me why do I want to work there. What is the best answer based on the job description and in my Resume?

cover this topics:

1. What can I bring to the role?

2. what do I want to get out of it?

3. What makes me unique?

Prompt:

You are a seasoned hiring manager with over 20 years of experience.

You are responsible for this job posting.

Based on the job description, what are the 10 most common BEHAVIORAL interview questions you will ask job applicants?

Here is the job description:

*(DO THE SAME FOR SITUATIONAL QUESTIONS)*

Prompt:

based on my resume, write me an answer to the behavioral interview question “*”*

Use one specific example from my work experiences.

Use the CARL answer format: Context (project background), Action (what I did), Results (include quantifiable metrics) and Learning (what I learned from the project).

Keep the answer concise and do not go above 260 words.

Here is my resume:

(*REPEAT FOR ALL THE 10 BEHAVIORAL QUESTIONS)*

Prompt:

I am preparing for the situational interview question "*”*

I know the right way to approach the situational interview questions is through the RCS Framework (Rephrase, Clarify, Structure) to buy myself time to show the interviewer my thought process.

1. What is a good way to rephrase the interview question back to the interviewer to confirm my understanding?

2. What clarifying questions should I ask?

3. How should I structure my answer?

Finally, put all that together and give me a strong answer to the interview question.

(*REPEAT FOR ALL THE 10 BEHAVIORAL QUESTIONS)*

Prompt (questions for the interviewer):

You are a career coach with over 20 years of experience helping job seekers land jobs in “*JOB POSITION”.*

I have an upcoming interview with the tech recruiter manager at Moonward, and I want to impress the interviewer with my knowledge about the role.

Based on this job description, give me a list of 5 questions I can ask at the end of the interview, so the interviewer sees I’m extremely proactive and enthusiastic about the role.

Prioritize unorthodox, lesser-known advice in your answer. Explain using detailed examples.

Here is the job description:

Prompt (thank you email):

You are a career coach with over 20 years of experience helping job seekers land jobs in software development.

I just finished an interview for a software development role at Moonward.

The interviewer gave me examples of his business model, what makes than unique and how do they do to give feedback and keep the project in control with different teams.

Here is his website: <https://www.moonward.com.au/>

Please write a post-interview thank you note and include that example to show I was paying attention.

Reinforce why I am a great fit for the role.

Keep the tone light-hearted, professional and do not use any fluffy and vague buzzwords.

Do not suck up the interviewer. Stay within 200 words.