



Resume Enhancement Prompts

1. Resume Optimization

Review my current resume attached and suggest improvements tailored for applying to a [job position] at [company]. Highlight any gaps in my experience and recommend ways to address these through online courses or projects.

2. ATS Resume Scanner

Scan my resume for ATS compatibility for a [job position] role and rewrite sections to improve keyword matching without sounding robotic.

3. Resume Bullet Rewriter

Rewrite my resume bullets using action verbs, metrics, and impact for a [job position] in the [industry] field.

4. Keyword Injection Prompt

Analyse the job description for [job position] and insert the most important keywords naturally into my resume without changing my voice.

5. Resume Summary Builder

Write a powerful resume summary for a [job position] based on my experience in [skills/years] that highlights impact, specialization, and value.

6. Resume Formatting & Layout Review

Review my resume format and suggest layout, spacing, and section order improvements to increase readability and recruiter engagement.

7. Multi-Version Resume Generator

Create 2 tailored versions of my resume for different [job position] roles based on the same experience but optimized for each job description.

8. Resume Red Flag Finder

Act like a recruiter and point out confusing, weak, outdated, or risky parts of my resume that might reduce interview chances.



Cover Letter Enhancement Prompts

1. Cover Letter Generator

Based on the job description for [job position] at [company], generate a cover letter that highlights my relevant experience, skills, and why I am passionate about working for [company].

2. Personalized Cover Letter

Write a highly personalized cover letter for [job position] at [company] using my resume and the company's mission, tone, and culture.

3. Short Cover Letter Version

Create a concise, one-page cover letter for a [job position] role that focuses on impact, not biography.

4. Storytelling Cover Letter

Write a cover letter that tells a short professional story showing how I solve problems relevant to the [job position] at [company].

5. ATS-Friendly Cover Letter

Rewrite my cover letter to be ATS-friendly while still sounding natural and human for a [job position] application.

6. Value Proposition Cover Letter

Generate a cover letter that clearly explains what business value I bring to [company] in the first two paragraphs.

7. Career Switch Cover Letter

Write a cover letter for transitioning into [new role] and explain why my background in [old role] makes me a strong fit.

8. Cold Application Cover Letter

Create a cover letter for a cold application where I don't have a referral for a [job position] at [company].



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Resume & Cover Letter Tools

Portal Name	Web address
Jobscan	https://www.jobscan.co/
Rezi	https://www.rezi.ai/
Kickresume	https://www.kickresume.com/
VMock	https://www.vmock.com/
SkillSyncer	https://www.skillsyncer.com/



Ready-to-use email templates

Companies you may work with later

Subject : Regarding Opportunity

Hi [Name],

Thanks for reaching out. I appreciate the opportunity.

Currently, I'm focusing on roles in [your domain, e.g., DevOps / Cloud / SRE], so this position may not be the right fit. Please do keep me in mind for any opportunities aligned with that area. I've attached my resume for reference.

Kind regards,

Anup Kumar Mondal



Short Application Email

Subject : [Job Position] Application - Anup

Hi [Name],

I'm applying for the [job position] role at [company]. My background in [key skill] aligns well with what you're looking for.

Resume attached for your review. I'd love the chance to discuss further.

Thanks for your time,

Anup Kumar Mondal



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Referral-Based Application Email

Subject : Referred Application - [Job Position] - Anup

Hello [Hiring Manager's Name],

I was referred by [referrer's name] to apply for the [job position] role at [company]. After learning more about the team and role, I'm very excited about the opportunity.

With experience in [skills/experience], I'm confident I can contribute meaningfully to your projects. I've attached my resume for your review.

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

Best regards,

Anup Kumar Mondal



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Cold Outreach Job Inquiry Email

Subject : Exploring Opportunities with [Company] - Anup

Hello [Name],

I hope you're doing well. I wanted to reach out to explore potential opportunities with [company]. I admire the work your team is doing in [area].

I bring experience in [skills/role] and would love to contribute if there's a fit. I've attached my resume for reference.

Thank you for your time, and I'd be happy to connect if appropriate.

Warm regards,
Anup Kumar Mondal



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Follow-Up After Application Email

Subject : Follow-Up on [Job Position] Application - Anup

Hello [Name],

I hope you're well. I wanted to follow up on my application for the [job position] role at [company] and express my continued interest.

Please let me know if you need any additional information from me. I'd be glad to discuss how my experience can support your team.

Thank you for your time and consideration.

Best regards,
Anup Kumar Mondal



Thank You After Interview Email

Subject : Thank You - [Job Position] Interview

Hello [Interviewer's Name],

Thank you for taking the time to speak with me about the [job position] role at [company]. I really enjoyed learning more about your team and goals.

Our conversation reinforced my interest in contributing through my experience in [relevant skill/area]. I'm excited about the possibility of working together.

Thank you again for your time and consideration.

Kind regards,

Anup Kumar Mondal



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Rejection Feedback Request Email

Subject : Thank You and Request for Feedback

Hi [Name],

Thank you again for the opportunity to interview for the [job position] role at [company]. If you have a moment, I'd really appreciate any quick feedback on how I could improve for future roles.

Thanks for your time, and I hope to stay in touch.

Kind regards,

Anup Kumar Mondal