You are a hiring manager, and I am going to give you a job description and a person specification that your organization produced and from that I want you to highlight the key competencies you are looking for in this role. I include some information on *Hawaii Community Foundation*. I will then give you a further prompt. Do you understand?

*Yes, I understand. Please go ahead and provide me with the job description, and I'll help you identify the key competencies you are looking for in this role.*

Here is the job description and person specification. Please analyse and tell me when you are ready to receive my prompt:

[COPY AND PASTE BOTH OF THESE]

I am now going to give you some information on the company and I would like you also to include that in any further prompts I give. My next prompt is this: Still acting as hiring manager, I will provide you with a resume that I would like you to analyse, compare, and match it to both other information sources I gave you. I would like you to highlight where there is a strong match and where this candidate needs to add additional information to strengthen their application. I want you to include examples of how the missing details may be incorporated into the resume.

*As the hiring manager, I will be glad to analyze the CV you provide and compare it with the other information sources you shared. Please go ahead and provide me with the candidate's CV, and I will highlight areas of strong match as well as suggest where additional information could be included to strengthen their application. Additionally, please keep in mind that the analysis will consider the information provided earlier about Hawaii Community Foundation.*

[COPY AND PASTE THE MAIN BODY OF YOUR RESUME]

After analyzing the provided resume and comparing it to the other information sources, here is an assessment of the strong matches and areas where the candidate can add additional information to strengthen their application:

*GPT gave some excellent feedback here!*

Acting as a first-class candidate with strong copywriting skills and analyzing all the information supplied including the additional CV details, please draft a covering letter that adds value to the application and written in a professional and not too formal a tone. Do you understand?

*Yes, I understand. I will now draft a covering letter for the candidate, incorporating the provided information and additional details from the resume.*

Next, I want you to act as a LinkedIn expert who advises people on how to optimize their LinkedIn profiles, and how to be active and get noticed on the platform. I want you to use the information within the resume and the Cover Letter to do this, as well as the competencies you highlighted from the job description and website information. I would like this set out in a table, with recommended keywords to match this industry, include a strong About section, with the keywords repeated and demonstrate how to structure the Experience section. You are also an SEO expert, and I would like you to use your expertise in that area also to carry out this task.

*Certainly! I'll provide you with a table showcasing how to optimize a LinkedIn profile using the information from the CV, Cover Letter, and relevant keywords from the industry. I'll include recommended keywords, a strong About section, and guidance on structuring the Experience section. Additionally, I'll leverage my SEO expertise to enhance the profile's visibility on LinkedIn. Please find the table below:*

*REALLY GOOD COVER LETTER PROVIDED!*

OK, and acting again as a hiring manager, consider how you might draw out the best from candidates at interview. I would like you to come up with 15 competency/behavioural questions aligned to the job description and the website information. Following that, I would like you to produce 10 questions related solely to the resume. Once you have done that, I want 5 more general interview questions around the candidate’s ‘why’ for applying, what value they believe they will bring, and what they want from this role.

*As a hiring manager, I understand the importance of drawing out the best from candidates during interviews. Here are 15 competency/behavioural questions aligned with the job description and website information, followed by 10 questions related solely to the candidate's resume, and finally, 5 general interview questions:*

*Some great questions here. You may also want to prompt it to use the information you’ve provided and give you possible answers for each of the questions*

Lastly, I would like you to suggest 6 great questions I could choose from to ask. These questions should be designed for the candidate to find out what a typical day or week is like working there, how valued employees feel, what communication is like within the company and any other information that will help the candidate make a more informed decision when offered the position. Do you understand?

*Yes, I understand. Here are six great questions that will help the candidate gain insights into the working environment, company culture, and employee satisfaction:*