

5 PROMPTS TO BECOME **THE ULTIMATE JOB APPLICANT**



USING **CHATGPT**

with SHADÉ ZAHRAI



1

BETTER UNDERSTAND THE JOB DESCRIPTION

By leveraging ChatGPT's capabilities, you can seek insights into the qualities of a successful candidate by asking for the top skills needed for a particular job, along with explanations for their importance.

EXAMPLE PROMPT:

"You're a recruiting manager. Share the top 5 skills essential for the following job, along with explanations for their importance. Here is the job description [paste the job description]."

By embracing AI, you open the door to a wealth of knowledge. ChatGPT will analyze the job description and use its vast database to generate a list of the top skills and their explanations. Armed with this information, you can craft a compelling resume that showcases your alignment with the job requirements and prepare for interview questions with confidence, knowing precisely what qualities the hiring team is seeking.

2

SHARPEN YOUR RESUME

With the assistance of ChatGPT, you can craft a remarkable resume/CV that showcases your skills and experiences in a way that aligns perfectly with the desired job.

EXAMPLE PROMPT:

"I will paste my resume for the job title [input job title]. The job requirements are [input job description]. Rephrase the experiences to showcase technical skills, amend the layout and organise information in a way that is easy to read and visually appealing. Include keywords that are relevant to the job."

This valuable assistance will help you to prepare and present a tailored resume/CV that captures the essence of the job requirements. With this customized document in hand, you'll gain a competitive edge, increasing your chances of standing out among other applicants and grabbing the attention of potential employers.

NOTE: Before pasting your resume/CV into ChatGPT, remove any personal identifiers like name and email. Make sure to also review outputs for accuracy, and change into your own tone.





3

WRITE A BETTER COVER LETTER

Unlock greater opportunities by crafting a truly exceptional cover letter that sets you apart and dramatically increases your chances of securing an interview. Using ChatGPT to help you tailor yours to the job description, you can showcase your unique qualities and demonstrate their direct relevance to the desired role.

EXAMPLE PROMPT:

"Based on my resume and the job description, write a compelling cover letter that helps highlight the key skills and experiences that are most relevant to the position. Focus on achievements and qualifications, experience working in the tech industry and leadership potential."

By tailoring your cover letter based on this information, you'll be able to craft a powerful document that speaks directly to the job you're applying for. Its compelling content and personal touch will captivate the hiring manager/potential employer and make them eager to learn more about you during the interview.

NOTE: Review the output for accuracy and add your personal touches. Infuse it with your own tone, injecting your personality and enthusiasm into each carefully crafted sentence so it's more authentic.

4

PREPARE YOU FOR INTERVIEWS

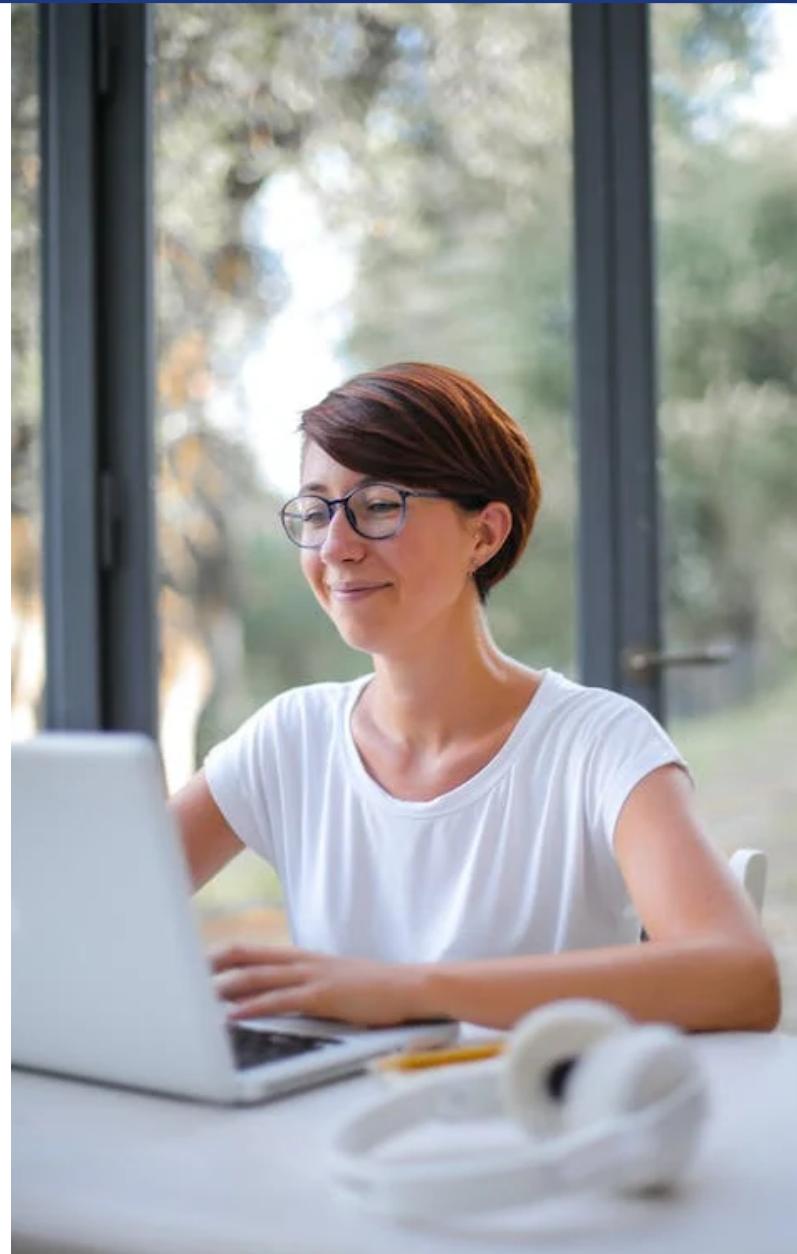
Prepare yourself for interview success with the assistance of ChatGPT. By anticipating the questions you may encounter based on the job description, you can craft thoughtful and well-structured responses tailored to your own experiences.

EXAMPLE PROMPT:

"You're a hiring manager at [company]. Based on the job description I provided, share 10 questions that you're likely to ask a candidate during an interview, and categorise them into behavioural, situational and competency-based questions. Then, please share sample answers with the structure to prepare for the interview."

Through this comprehensive preparation, you'll be able to confidently navigate the interview process, armed with well-crafted answers that highlight your qualifications, experiences, and strengths. By increasing your readiness and honing your responses, you significantly enhance your chances of securing the job you want!

NOTE: Experiment with the prompts by rephrasing them and use this as inspiration to craft and practice your responses.





5 WRITE A POST-INTERVIEW THANK YOU EMAIL

After any interview, especially where you felt a genuine connection with the team and company culture, it's important to follow up with a professional thank-you email to express your gratitude and reinforce your interest in the position. ChatGPT can help you generate a reference email that incorporates the key elements you mentioned.

EXAMPLE PROMPT:

"I had an interview this morning and it went well. I really want the job. Please write a professional thank you email to the interviewer for [job title]. The interview took place on [date] at [time]. Express gratitude, highlight that I was impressed with the team and company culture and that I am confident I will thrive in the role. Reiterate relevant experience or qualifications, restate my interest and ask about next steps. Also reference that we have a shared love of dogs."

NOTE: As always, treat the generated content as a reference only. Verify its accuracy and rephrase it in your unique style. Think of the outputs as suggestions from a coach with whom you're exchanging ideas.

A NOTE FROM SHADÉ

Interviews can be nerve-racking, but with the help of AI you can confidently put your best foot forward. As a valuable tool in your job search toolkit, tapping into generative AI can help you navigate the interview process with greater ease.

By leveraging its capabilities, you can enhance your resume, tailor your cover letter, prepare for interviews, and even craft thoughtful thank-you emails. But (and there's a BIIIG BUT!), it's important to remember that generative AI should be treated as a reference and a source of inspiration. Your unique style, personal touch, and verification of accuracy are essential to make these tools truly work for you.

So, with that I hope you radiate confidence, showcase your true potential, and leave a lasting impression on prospective employers! Remember, nothing beats authenticity, so take ownership of your strengths and let your passion shine through.

Wishing you all the best in your interviews and beyond!

Shadé



ABOUT SHADÉ:

Shadé Zahrai is an award-winning leadership strategist and peak performance educator to Fortune 500s. Through her courses, keynotes and popular professional development content, Shadé's action-focussed and research-based approach supports people to build a life and career they love.