

INSTRUCTIONS: Use these prompts to help you in your job search. As you complete the course, add your favorite and most effective prompts to this personal prompt library.								
Course Location	Use Case	Starting Prompt	Purpose	Information You'll Need	AI Demoed	Follow-up Prompts	Personalized Version of the Prompt (Fill this in Yourself!)	Notes
Module 1: Set job search goals with Gemini (Activity)	Get acquainted with generative AI and set intentions for the course	I'm starting the "Accelerate Your Job Search with AI" course. I am taking this course because I want to [MOTIVATIONS FOR TAKING THE COURSE]. Help me turn these ideas into 2-3 clear learning goals for this course. Briefly explain how achieving these goals might benefit my overall job search.		[MOTIVATIONS FOR TAKING THE COURSE]				
Module 2: Unlock the power of a job search plan (Video)	Outline a job search plan	Act as a career resource. Help me outline a practical job search plan. Create a step-by-step plan to find a new job as a [JOB TITLE]. For reference, my career identity statement is: [CAREER IDENTITY STATEMENT]	Planning	[JOB TITLE] [CAREER IDENTITY STATEMENT]	Gemini	<ul style="list-style-type: none"> <li>• Can you suggest more job boards in [SPECIFIC INDUSTRY]? *Use Gemini Deep Research</li> <li>• What are some common challenges people face when trying to transition into [ROLE]?</li> <li>• I am able to spend [AMOUNT OF TIME] each week on my job search. Update my plan accordingly.</li> <li>• My preferred format for my plan is [PREFERRED FORMAT]</li> </ul>		
Module 2: Update your resume with AI (Video)	Edit a base resume	Provide comprehensive and actionable feedback on the attached resume to help me maximize my chances of success for roles in the [JOB TITLE] field. Here is my career identity statement to help: [CAREER IDENTITY STATEMENT]	Editing	[JOB TITLE] [RESUME] [CAREER IDENTITY STATEMENT]				
Module 2: Update your resume with AI (Video)	Tailor a resume for a specific job description	Please suggest ways I can update my resume to make me a top candidate for this job description: [JOB DESCRIPTION]	Editing	[RESUME] [JOB DESCRIPTION]	Gemini			
Module 2: Write a personalized cover letter (Reading)	Draft or update a cover letter	I am applying for a job as a [JOB TITLE] at [COMPANY NAME]. Please help me update my cover letter so it aligns with the requirements for this job. Base your suggestions on the role description, my career identity statement, and relevant information from my resume. I have included all of these materials below:	Editing	[JOB TITLE] [COMPANY NAME] [JOB DESCRIPTION] [RESUME] [CAREER IDENTITY STATEMENT]				
Module 2: Develop your personal brand using Gemini (Activity)	Translate a career identity statement into a professional brand	I want to define my professional brand. Help me translate my career identity statement into the key elements of my brand. Here is my statement: [CAREER IDENTITY STATEMENT]	Brainstorming	[CAREER IDENTITY STATEMENT]	Gemini			
Module 2: Develop your personal brand using Gemini (Activity)	Align your online presence with your professional brand	I am working on strengthening my professional brand throughout my online presence. Key aspects of the brand I want to project include are [BRAND ATTRIBUTES]. Suggest 5-7 actionable ways I could enhance my online presence to better reflect these elements and appeal to potential employers in [INDUSTRY].		[CAREER IDENTITY STATEMENT] [BRAND ATTRIBUTES] [INDUSTRY]				
Module 2: Develop your personal brand using Gemini (Activity)	Turn information into a post for a social network	I have these paragraphs from an online article/source about [TOPIC] that I'd like to share. Can you help me transform this information into a compelling and concise post [WORD COUNT] suitable for a professional social network? My main goal for this post is to [GOAL]. Please also suggest 2-3 relevant hashtags to increase visibility.	Editing	[TOPIC] [WORD COUNT] [GOALS]	Gemini			
Module 3: Create a job search tracker with Gemini and Google Sheets (Activity)	Summarize a job description in 2-3 sentences	Summarize the following job description in 2-3 sentences: [JOB DESCRIPTION]	Editing	[JOB DESCRIPTION]				
Module 3: Create a job search tracker with Gemini and Google Sheets (Activity)	Research a company: summarize an article or web text	Extract the main points about [COMPANY NAME]'s recent projects from the following article/website text: [ARTICLE/WEBSITE TEXT]	Planning	[COMPANY NAME] [NEWS ARTICLE / WEBSITE]	Gemini			
Module 3: Organize your job search with Google Sheets (Video)	Research a company before an interview	I have an interview coming up at [COMPANY NAME] for a [JOB TITLE] role. Research the company's current needs and priorities.		[COMPANY NAME] [JOB TITLE]				
Module 3: Use Gemini to help you network (Activity)	Understand networking best practices based on your goals	I'm beginning to build my professional network, with the aim of [GOALS]. What are some effective strategies and best practices to approach networking with confidence and increase my success in achieving these goals?	Brainstorming	[GOALS]	Gemini			

Module 4: Craft your professional pitch with Gemini (Activity)	Craft a 20-30 second professional pitch	Help me craft a 20-30 second professional pitch. I'm targeting a [JOB TITLE] role in the [INDUSTRY]. My key skills include [SKILLS], and I have experience in [EXPERIENCE]. I aim to bring [VALUE]. A relevant accomplishment is [ACCOMPLISHMENT]. Make it sound confident and engaging.	Editing	[JOB TITLE] [INDUSTRY] [SKILLS] [EXPERIENCE] [VALUE] [ACCOMPLISHMENT]			
Module 4: Craft your professional pitch with Gemini (Activity)	Tailor your professional pitch to a specific role	Here's my professional pitch: [PROFESSIONAL PITCH]. I'm interested in the [JOB TITLE] role at [COMPANY NAME]. They want someone with [DESIRED SKILLS], and I bring [YOUR EXPERIENCE]. Based on this, can you help tailor my professional pitch to align closely with this role and company?	Editing	[PROFESSIONAL PITCH] [JOB TITLE] [COMPANY NAME] [DESIRED SKILLS] [YOUR EXPERIENCE]	Gemini		
Module 4: Prepare for interviews with NotebookLM (Video)	Generate suggested interview questions and answers	Please suggest 3 interview questions I might be asked when applying for this [JOB TITLE] job, and suggest how I might answer them using the STAR method based on my resume.		[JOB DESCRIPTION] [RESUME] [STAR METHOD INFO]			
Module 4: Prepare for interviews with NotebookLM (Video)	Create an audio file to help with interview practice	Generate an audio overview to help me prepare for my interview for [JOB TITLE] with [COMPANY]. Using my attached/pasted resume and career identity statement, suggesting 3-4 strong STAR method responses for common behavioral interview questions relevant to this role and company. For each suggested response, briefly explain how it draws upon my specific skills and experiences from my documents.	Documentary	[JOB TITLE] [COMPANY] [RESUME] [CAREER IDENTITY STATEMENT]	NotebookLM		
Module 4: Use Gemini Live for interview practice (Video)	Practice interviewing	I'm applying for an [JOB TITLE] job with a [COMPANY INDUSTRY] company. This will be my first interview with the company. Can you ask me some interview questions and give me feedback on my responses? I'm going to try to answer using the STAR method.		[JOB TITLE] [INDUSTRY NAME]			
Module 4: Prepare thoughtful questions for your interviewer (Reading)	Research a company before an interview, and suggest questions you can ask to demonstrate you did research	I have an interview coming up for [JOB TITLE] at [COMPANY NAME]. Research the company's mission, values, history, number of employees, products and services, and current priorities. What are some compelling questions I could ask in the interview to showcase my knowledge about and interest in the company beyond what's presented on their website?	Documentary	[JOB TITLE] [COMPANY NAME]	Google Deep Research		
Module 4: Prepare thoughtful questions for your interviewer (Reading)	Prepare questions for an interviewer in advance	I am interviewing for the role of [JOB TITLE] with [COMPANY NAME]. What are some questions I might ask my interviewer to learn more about the role, team, and company? Include questions to demonstrate that I have researched the company.		[JOB TITLE] [COMPANY NAME]			
Module 4: Create and edit a thank-you email with Gemini (Activity)	Draft a thank you note to an interviewer	I recently interviewed for a [JOB TITLE] position at [COMPANY NAME]. The interviewer(s) and I had a great discussion about [DISCUSSION TOPIC]. The interview reinforced my interest in the position and company, and I feel like it would be a good fit for my job goals. Draft a simple thank-you email I can send the interviewer(s).	Editing	[JOB TITLE] [COMPANY NAME] [TOPIC]	Gemini	<ul style="list-style-type: none"> <li>•Please add a sentence that references our conversation about [TOPIC].</li> <li>•Can you make the tone slightly more enthusiastic when I talk about my fit for the role?</li> <li>•Could you suggest a more impactful way to phrase this sentence: [SENTENCE]?</li> <li>•Could you help me make the tone of this paragraph more personable?</li> <li>•Is there a better way to structure these two points for a smoother flow?</li> </ul>	
Module 4: Respond to job offers (Reading)	Draft an acceptance email	Draft a formal email accepting the [JOB TITLE] position at [COMPANY NAME]. Please express my sincere gratitude for the offer, confirm my acceptance of the [SALARY AMOUNT] salary and the agreed-upon start date of [START DATE]. Express that I am very enthusiastic about joining the team and contributing to [RESPONSIBILITY OF THE ROLE]. Please also include a sentence about looking forward to the next steps in the onboarding process.	Editing	[JOB TITLE] [COMPANY NAME] [SALARY AMOUNT] [START DATE] [RESPONSIBILITY OF THE ROLE]			

Module 4: Respond to job offers (Reading)	<b>Draft a follow up email after a rejection</b>	My application for the [JOB TITLE] position wasn't successful. I want to send a reply that asks the hiring manager to keep me in mind for future relevant roles. Please draft a brief, polite email that also thanks them for their time, expresses understanding, and subtly reinforces my continued interest in [COMPANY NAME].	Editing	[JOB TITLE] [COMPANY NAME]	Gemini			
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