50 ChatGPT Prompts for Job Seekers

Your Complete Guide to Landing Your Dream Job with AI

Introduction

The job market is competitive. Standing out requires more than just qualifications—it requires strategic communication. These 50 prompts will help you leverage ChatGPT to optimize every stage of your job search, from resume writing to salary negotiation.

How to Use This Guide: 1. Copy the prompt exactly as written 2. Replace the [bracketed placeholders] with your specific information 3. Review and personalize the AI output to match your voice 4. Iterate with follow-up prompts to refine results

Part 1: Resume Optimization Prompts

Prompt 1: ATS-Optimized Resume Rewrite

The Prompt:

```
 Rewrite my resume to be ATS-friendly for a [JOB TITLE] position.
Here's the job description: [PASTE JOB DESCRIPTION]
Here's my current resume: [PASTE RESUME]
```

```
Focus on:
- Matching keywords from the job description
- Using standard section headers (Experience, Education, Skills)
- Removing tables, graphics, and complex formatting
- Quantifying achievements with metrics
```

When to Use: Before applying to any job that uses an Applicant Tracking System (most Fortune 500 companies and job boards).

Example Output: > **PROFESSIONAL EXPERIENCE** > > Senior Marketing Manager | ABC Corp | 2021-Present > - Increased lead generation by 45% through data-driven digital marketing campaigns > - Managed $2.5M annual budget across paid search, social media, and content marketing > - Led cross-functional team of 8 to launch product rebrand, resulting in 30% brand awareness lift

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Prompt 2: Achievement Quantifier

The Prompt:

```
 Help me quantify these job responsibilities into achievement-focused
bullet points with specific metrics:

[PASTE YOUR RESPONSIBILITIES]

For each responsibility, suggest realistic metrics I could use based on
typical industry benchmarks. Format as strong action verb + task +
quantified result.
```

When to Use: When your resume lists duties instead of accomplishments, or you're struggling to add numbers to your experience.

Example Output: > Original: "Responsible for customer service" > > Quantified: "Resolved 50+ customer inquiries daily with 98% satisfaction rating, reducing escalation rate by 25%"

Prompt 3: Skills Gap Analyzer

The Prompt:

```
 Compare my resume against this job description and identify:
1. Skills I have that match the requirements
2. Skills gaps I need to address
3. Transferable skills I should highlight
4. Keywords I'm missing

Job Description: [PASTE JOB DESCRIPTION]
My Resume: [PASTE RESUME]
```

When to Use: Before applying to a stretch role or career change position to understand how to position yourself.

Example Output: > **Matching Skills:** Project management, stakeholder communication, budget oversight > > **Skills Gaps:** No mention of Agile/Scrum methodology (required), missing SQL experience (preferred) > > **Transferable Skills:** Your "team coordination" experience translates directly to "cross-functional collaboration" mentioned in the JD > > **Missing Keywords:** Add "sprint planning," "backlog grooming," "JIRA"

Prompt 4: Resume Summary Generator

The Prompt:

```
 Write 3 versions of a professional summary for my resume targeting a
[JOB TITLE] role:

Version 1: Achievement-focused (lead with biggest wins)
Version 2: Skills-focused (lead with core competencies)
Version 3: Value proposition (lead with what I offer employers)
```

```
My background: [2-3 SENTENCES ABOUT YOUR EXPERIENCE]
Target role: [JOB TITLE AND COMPANY TYPE]
```

When to Use: When crafting or refreshing the top section of your resume to grab recruiter attention in 6 seconds.

Example Output: > **Version 1 (Achievement-focused):** > Results-driven product manager who launched 3 SaaS products generating $4M ARR. Expert in translating customer insights into roadmap priorities. Track record of reducing time-to-market by 40%. > > **Version 2 (Skills-focused):** > Product manager with expertise in Agile methodology, user research, and data analytics. Proficient in JIRA, Mixpanel, and Figma. Strong technical background with ability to collaborate effectively with engineering teams.

Prompt 5: Industry Translator

The Prompt:

```
I'm transitioning from [CURRENT INDUSTRY] to [TARGET INDUSTRY].

Translate these experiences from my current field into language that
resonates with [TARGET INDUSTRY] employers:

[PASTE 3-5 BULLET POINTS FROM YOUR RESUME]

Use terminology and metrics common in [TARGET INDUSTRY].
```

When to Use: Career changers who need to reframe their experience for a new industry without lying or exaggerating.

Example Output: > **Original (Military):** "Led platoon of 40 soldiers in combat operations" > > **Translated (Corporate):** "Directed high-performance team of 40 in time-critical operations, maintaining 100% accountability for $2M+ equipment inventory while achieving all mission objectives under pressure"

Prompt 6: Resume Bullet Expander

The Prompt:

```
 Expand this weak resume bullet into a powerful achievement statement:

Weak bullet: "[YOUR BULLET POINT]"

Follow the CAR format (Challenge–Action–Result) and include:
– The problem or challenge you faced
– Specific actions you took
– Quantified results achieved
```

When to Use: When your bullet points are too short, vague, or fail to show impact.

Example Output: > **Weak:** "Improved team efficiency" > > **Strong:** "Identified workflow bottleneck causing 15-hour weekly delays; implemented automated reporting system using Zapier and Slack integrations; reduced report generation time by 80% and freed 12 hours/week for strategic projects"

Prompt 7: Resume for Multiple Roles

The Prompt:

```
 I'm applying to both [ROLE A] and [ROLE B] positions. Using my base
resume below, create two tailored versions:

Base Resume: [PASTE RESUME]

For each version:
– Reorder bullet points to prioritize relevant experience
– Adjust the professional summary
– Highlight different skills
– Suggest which experiences to expand vs. condense
```

When to Use: When you're qualified for multiple role types and need targeted resumes without starting from scratch.

Example Output: > **For Product Manager Role:** Lead with your product launch experience, emphasize cross-functional leadership, highlight user research skills > > **For Project Manager Role:** Lead with your timeline/budget management, emphasize stakeholder communication, highlight PMP certification prominently

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Prompt 8: Resume Length Optimizer

The Prompt:

```
My resume is [X] pages but should be [1 or 2] page(s). Help me:
1. Identify content to cut (least relevant to [TARGET ROLE])
2. Combine redundant bullet points
3. Tighten wordy phrases
4. Suggest what to keep vs. summarize vs. remove entirely

Current resume: [PASTE RESUME]
Target role: [JOB TITLE]
```

When to Use: When your resume exceeds appropriate length (1 page for <10 years experience, 2 pages maximum for senior roles).

Example Output: > **Remove entirely:** The 2015 internship adds no value for a senior role > > **Combine these bullets:** Bullets 2 and 4 under ABC Corp both discuss client management—merge into one stronger statement > > **Tighten:** "Was responsible for the management of" → "Managed"

Prompt 9: Technical Skills Formatter

The Prompt:

```
 Organize my technical skills into a clean, scannable resume section
 for a [JOB TITLE] role:

 My skills: [LIST ALL YOUR TECHNICAL SKILLS]

 Group them into logical categories, put the most relevant skills first,
 and indicate proficiency levels where appropriate. Format for easy ATS
 scanning.
```

When to Use: When your skills section is a messy list that buries your most marketable abilities.

Example Output: > **Technical Skills** > > **Programming:** Python (Advanced), SQL (Advanced), JavaScript (Intermediate), R (Basic) > > **Data Tools:** Tableau, Power BI, Google Analytics, Mixpanel, Amplitude > > **Cloud/Infrastructure:** AWS (EC2, S3, Lambda), GCP, Docker > > **Methodologies:** Agile/Scrum, CI/CD, A/B Testing, ETL Pipelines

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Prompt 10: Resume Red Flag Fixer

The Prompt:

```
 Review my resume for red flags that might concern recruiters:
 — Employment gaps
 — Job hopping
 — Demotions or lateral moves
 — Lack of progression
 — Overqualification signals

 Resume: [PASTE RESUME]

 For each red flag found, suggest how to address or reframe it
 positively.
```

When to Use: Before submitting applications when you have a non-linear career path or gaps to explain.

Example Output: > **Red Flag Found:** 8-month gap between Role A and Role B (2022) > > **Solution:** Add a line: "Career Sabbatical | 2022 | Completed Google Data Analytics Certificate; volunteered 200+ hours with Habitat for Humanity" > > **Red Flag Found:** 3 jobs in 2 years appears like job-hopping > > **Solution:** If any were contracts, label them clearly: "Senior Analyst (Contract)" — contracts don't signal instability

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Part 2: Cover Letter Prompts

Prompt 11: Tailored Cover Letter Generator

The Prompt:

```
Write a cover letter for [JOB TITLE] at [COMPANY NAME].

Job Description: [PASTE JOB DESCRIPTION]
My relevant experience: [2-3 KEY ACHIEVEMENTS]
Why I want this role: [YOUR GENUINE MOTIVATION]

Tone: Professional but personable
Length: 3 paragraphs, under 300 words
Include: A specific reference to something about the company that
excites me
```

When to Use: For every job application—generic cover letters are immediately obvious and often discarded.

Example Output: > Dear Hiring Team, > > Your commitment to democratizing financial literacy through Acme's free educational tools resonates deeply with my own career mission. As a content strategist who increased user engagement by 150% at FinTech Corp, I'm excited to bring my expertise in translating complex topics into accessible content to your growing team. > > In my current role, I've developed content strategies that drove 2M+ monthly readers while maintaining a 4.8/5 user helpfulness rating. I led the launch of an interactive budgeting guide that was featured in Forbes and generated 50,000 new user signups. These

experiences have prepared me to tackle the challenge of scaling Acme's content reach while maintaining the quality your users trust. > > I'd welcome the opportunity to discuss how my background in financial content and data-driven strategy can contribute to Acme's mission. Thank you for considering my application.

Prompt 12: Opening Hook Generator

The Prompt:

```
Write 5 compelling opening lines for a cover letter to [COMPANY NAME]
for a [JOB TITLE] position.

Avoid: "I am writing to apply for..." or "I was excited to see..."

Include variations that:
1. Lead with a relevant achievement
2. Show company knowledge
3. Make a bold statement
4. Tell a brief story
5. Ask a thought-provoking question
```

When to Use: When you're stuck on how to start and want to immediately differentiate yourself from generic applicants.

Example Output: > 1. **Achievement:** "Last quarter, I helped my team close $3M in new business—and I'm ready to bring that same energy to Salesforce's enterprise sales team." > > 2. **Company knowledge:** "When Stripe simplified payment processing, you didn't just build infrastructure—you unlocked entrepreneurship for millions. That's the kind of impact I want to contribute to." > > 3. **Bold statement:** "Most marketing campaigns fail because they talk at customers instead of with them. I've spent 7 years proving there's a better way."

Prompt 13: "Why This Company" Paragraph

The Prompt:

```
 Help me write a genuine "Why [COMPANY NAME]" paragraph for my cover
letter.

Research I've done about the company:
— [FACT 1 ABOUT COMPANY]
— [FACT 2 ABOUT COMPANY]
— [RECENT NEWS/ACHIEVEMENT]

My genuine connection: [WHY YOU ACTUALLY CARE]

Make it specific enough that it couldn't apply to their competitors.
```

When to Use: To demonstrate you've done your homework and have genuine interest beyond just needing a job.

Example Output: > What draws me to Patagonia isn't just your products—it's your proof that business can be a force for environmental good. Your decision to donate $10M in Black Friday sales to grassroots organizations, and your recent commitment to regenerative organic cotton, shows values that align with how I want to spend my career. Having worked in sustainable supply chain for 5 years, I want to contribute to a company that's genuinely moving the industry forward, not just greenwashing.

Prompt 14: Cover Letter for Career Changers

The Prompt:

```
 Write a cover letter that addresses my career change from [CURRENT
FIELD] to [TARGET FIELD].

My transferable skills: [LIST 3—5 SKILLS]
Why I'm making this change: [HONEST MOTIVATION]
What I've done to prepare: [COURSES, PROJECTS, NETWORKING]
```

```
Frame my background as an asset, not a liability. Anticipate and
address the "why should we take a chance on you" concern.
```

When to Use: When switching industries or functions and need to proactively address the elephant in the room.

Example Output: > You might wonder why a former teacher is applying for your UX research role. Here's what 8 years in education taught me: how to ask questions that uncover what people really need (not just what they say they want), how to synthesize complex information into actionable insights, and how to advocate for users who can't always articulate their challenges—my students ranged from gifted to learning-disabled, each requiring a different approach. > > I've supplemented this foundation with Google's UX Certificate, 3 portfolio projects including usability testing for a nonprofit's donation flow (which increased completions by 35%), and informational interviews with 20+ UX professionals. I'm not asking you to take a chance on potential—I'm offering a proven researcher with a unique perspective.

Prompt 15: Follow-Up Cover Letter

The Prompt:

```
 Write a follow-up message for a [JOB TITLE] position at [COMPANY NAME]
that I applied to [X WEEKS AGO].

Tone: Polite persistence, not desperate
Goal: Get my application reviewed without being annoying
Include: A new piece of value (recent achievement, relevant article,
additional thought on their challenge)

Keep it under 150 words.
```

When to Use: 1-2 weeks after applying if you haven't heard back, or after a networking contact referred you.

Example Output: > Subject: Following Up: Marketing Manager Application + Thought on Your TikTok Strategy > > Hi [Name], > > I applied for the Marketing Manager role two weeks ago and wanted to follow up while sharing a quick thought. > > I noticed Acme's recent TikTok launch—congrats on 10K followers in the first month! Having grown a B2B brand's TikTok from 0 to 50K, I've learned that the 3-second hook is everything for your demographic. I'd love to discuss strategies that worked for us. > > I remain very interested in contributing to Acme's social growth and have attached my application materials for convenience. Would you have 15 minutes for a brief call? > > Best, > [Name]

Prompt 16: Cover Letter Closer

The Prompt:

```
 Write 5 strong closing paragraphs for a cover letter that:
1. Summarize my value proposition for [JOB TITLE]
2. Include a clear call to action
3. Express enthusiasm without being over-the-top
4. Feel confident, not desperate

Avoid: "I hope to hear from you" or "Thank you for your consideration"
```

When to Use: When your cover letter ending falls flat or sounds like everyone else's.

Example Output: > 1. "I've spent 10 years solving exactly the problems listed in your job description—scaling content operations, building high-performing teams, and turning data into strategy. I'd welcome a conversation about how that experience could accelerate your 2024 content goals. What does your availability look like next week?" > > 2. "The combination of my enterprise sales background and genuine passion for climate tech is rare—I'd love to show you why that matters for GreenCo's growth. I'll follow up next Tuesday, but feel free to reach out sooner at [email/phone]."

Prompt 17: Cover Letter Tone Adjuster

The Prompt:

```
Rewrite this cover letter paragraph to be more [DESIRED TONE]:

Original: [PASTE YOUR PARAGRAPH]

Tone options I need:
- More confident (I sound too timid)
- More conversational (I sound too stiff)
- More professional (I sound too casual)
- More concise (I'm rambling)
- More enthusiastic (I sound bored)
```

When to Use: When feedback indicates your cover letter's tone isn't landing, or you're adapting for different company cultures.

Example Output: > **Original (too timid):** "I think I might be a good fit for this role because I have some experience in marketing." > > **Rewritten (confident):** "My 5 years driving B2B marketing campaigns—including a product launch that generated $2M in pipeline—make me a strong fit for this role."

Prompt 18: Addressing Concerns Proactively

The Prompt:

```
Help me address this potential concern in my cover letter without
drawing unnecessary attention to it:

Concern: [YOUR CONCERN - e.g., "I'm overqualified," "I lack one
required skill," "I was laid off"]

Goal: Acknowledge it briefly, reframe it positively, pivot to my
strengths
Tone: Confident, not defensive
```

When to Use: When you know a recruiter might have a specific objection to your candidacy.

Example Output: > **Concern:** I was laid off 3 months ago > > **Language:** "After my team was eliminated in Acme's March restructuring, I've used the transition to earn my PMP certification and consult for two startups—experiences that expanded my perspective on early-stage product development. I'm now seeking a full-time role where I can apply both my enterprise background and startup agility."

Prompt 19: Referral Cover Letter

The Prompt:

```
 Write a cover letter that leverages my referral from [REFERRER NAME],
who is a [THEIR ROLE] at [COMPANY].

What they told me about the role/company: [INSIGHTS FROM CONVERSATION]
Our relationship: [HOW YOU KNOW THEM]

Lead with the referral but make the rest of the letter stand on its own
merits.
```

When to Use: When you have an internal referral—this can move your application to the top of the pile.

Example Output: > Dear Hiring Manager, > > When Sarah Chen, your VP of Product, described the Product Manager opening, she mentioned you're looking for someone who can "translate between business and engineering while keeping users at the center." That's been the core of my work for the past 6 years, and why Sarah thought I'd be a strong fit. > > [Rest of letter continues with qualifications, not relying solely on the referral...]

Prompt 20: Short-Form Cover Letter

The Prompt:

```
 Condense my cover letter into a compelling 100—word version for:
— Email body text (not attachment)
— LinkedIn Easy Apply
— Application portals with character limits

Original letter: [PASTE FULL COVER LETTER]

Keep: My strongest selling points and genuine interest
Cut: Anything redundant with my resume
```

When to Use: When the application format doesn't support long cover letters or when a shorter version is more likely to be read.

Example Output: > Hi—I'm a senior product designer with 8 years creating B2B SaaS interfaces that users actually enjoy. At Acme, I redesigned the core workflow that drove a 40% reduction in support tickets and 25% increase in user retention. > > I've followed Figma's evolution since beta and use it daily. Your recent Dev Mode launch shows exactly the kind of design-engineering bridge I'm passionate about building. > > My portfolio: [link]. I'd love to discuss how my enterprise UX experience could contribute to Figma's growth. Available to chat anytime this week.

Part 3: LinkedIn Profile Prompts

Prompt 21: LinkedIn Headline Generator

The Prompt:

```
 Create 5 LinkedIn headline options for my profile.

My role: [CURRENT/TARGET JOB TITLE]
My specialty: [WHAT YOU'RE KNOWN FOR]
My value: [KEY RESULT YOU DELIVER]
```

```
Include options that are:
1. Straightforward and searchable
2. Results-focused
3. Personality-driven
4. Niche-specific
5. Aspirational (for career changers)


Stay under 220 characters. Include relevant keywords for search.
```

When to Use: When your headline is just your job title, or you want to attract more recruiter views.

Example Output: > 1. **Searchable:** "Senior Product Manager | B2B SaaS | Fintech" > > 2. **Results-focused:** "Product Manager | Turned 0→1 products into $10M revenue lines" > > 3. **Personality-driven:** "I make products people actually want to use | PM @ Acme" > > 4. **Niche-specific:** "Product Manager for Developer Tools | API-first products | Technical PM" > > 5. **Aspirational:** "Engineer → Product Manager | Building the future of healthtech"

Prompt 22: LinkedIn About Section

The Prompt:

```
 Write a LinkedIn About section that tells my professional story.

My background: [2-3 SENTENCES]
My expertise: [KEY SKILLS/AREAS]
My career highlight: [BIGGEST WIN]
My current goal: [WHAT YOU'RE LOOKING FOR]
My personality: [2-3 ADJECTIVES]

Format: First person, conversational but professional
Length: 200-300 words
Include: A clear call-to-action at the end
```

When to Use: When your About section is empty, copied from your resume, or written in stiff third person.

Example Output: > I turn messy data into clear decisions. > > For the past 8 years, I've helped companies like Amazon and two YC startups answer their hardest business questions through analytics. My sweet spot? Taking ambiguous problems, building the data infrastructure to understand them, and delivering insights that actually change how teams operate. > > The work I'm most proud of: Building an analytics platform at Acme that tracked product usage across 2M users. The insights from that system drove a pricing restructure that increased ARPU by 35%—without losing customers. > > What I bring to the table: > → Deep SQL, Python, and dbt expertise > → Experience building analytics from 0→1 at startups > → Ability to translate between data teams and executives > → A genuine love for the "aha moment" when data reveals something unexpected > > Currently: Senior Analytics Engineer at TechCorp, building real-time dashboards for our product team. > > I'm always happy to chat about analytics career paths, the modern data stack, or hiking trails in Colorado. Drop me a message—I read every one.

Prompt 23: LinkedIn Experience Optimizer

The Prompt:

```
 Rewrite my LinkedIn job description to be more engaging than my resume
 bullet points.

 Current description: [PASTE FROM LINKEDIN]

 Make it:
 – More narrative (LinkedIn allows more space than resumes)
 – Include context about the company/team size
 – Highlight 2–3 key achievements with metrics
 – Show progression or increasing scope if applicable
 – End with what this role taught me
```

When to Use: When your LinkedIn experience section is just a copy-paste of your resume (it shouldn't be).

Example Output: > **Senior Marketing Manager | GrowthCo | 2021-Present** > > Joined as the 3rd marketing hire when GrowthCo was Series A with $2M ARR. Today we're Series C, $25M ARR, and a team of 15. I've had a front-row seat to scaling—and a hand in driving it. > > **Key contributions:** > • Built our content engine from scratch: now generates 40% of inbound pipeline through SEO and thought leadership > • Launched our podcast, "Growth Unfiltered," which hit 50K monthly downloads within 6 months > • Managed $1.5M annual budget across paid, content, and events—maintained 3:1 ROI while scaling spend 3x > > **What I learned:** How to prioritize ruthlessly when resources are limited, and how to build scalable systems before they're urgently needed.

Prompt 24: LinkedIn Skills Prioritizer

The Prompt:

```
 Help me optimize my LinkedIn Skills section for [TARGET ROLE].

 My current skills list: [PASTE ALL SKILLS]
 Target job description: [PASTE OR SUMMARIZE]

 Tell me:
 1. Which 3 skills to feature/pin at the top
 2. Which skills to keep but deprioritize
 3. Which skills to remove (irrelevant or diluting)
 4. Which skills to add (from the job description)
```

When to Use: When your skills section is cluttered with outdated or irrelevant abilities.

Example Output: > **Pin at top (most relevant to Data Science roles):** > 1. Python > 2. Machine Learning > 3. SQL > > **Keep but don't feature:** Data Visualization, Statistical Analysis, Pandas > > **Remove (cluttering):** Microsoft Word, Customer Service, Adobe Photoshop > > **Add (from job descriptions):** TensorFlow, A/B Testing, Deep Learning

Prompt 25: LinkedIn Post Ideas

The Prompt:

```
 Generate 10 LinkedIn post ideas that position me as a thought leader
 in [YOUR FIELD].

 My expertise: [SPECIFIC AREAS]
 My opinions: [WHAT YOU BELIEVE ABOUT YOUR INDUSTRY]
 My experiences: [UNIQUE THINGS YOU'VE DONE]

 Mix of:
 - Hot takes / contrarian opinions
 - Lessons learned from failures
 - How-to / tactical advice
 - Career story moments
 - Industry observations
```

When to Use: When you want to build visibility but don't know what to post about.

Example Output: > 1. **Hot take:** "Unpopular opinion: Your ATS is not why you can't find good candidates. Your job descriptions are." > > 2. **Lesson from failure:** "I once killed a $500K deal by sending the proposal too early. Here's what I'd do differently..." > > 3. **How-to:** "The exact email template that gets me an 80% response rate on cold outreach (steal it):" > > 4. **Career moment:** "5 years ago I was rejected from my dream job. Yesterday they asked me to interview for VP. What changed:" > > 5. **Observation:** "I've reviewed 500+ resumes this quarter. The #1 mistake even senior people make:"

Prompt 26: LinkedIn Recommendations Request

The Prompt:

```
 Write a message requesting a LinkedIn recommendation from [PERSON'S
NAME], who was my [RELATIONSHIP — boss, colleague, client].

What we worked on together: [SPECIFIC PROJECT OR TIMEFRAME]
What I'd like them to highlight: [SPECIFIC SKILLS OR ACHIEVEMENTS]

Make it easy for them by suggesting talking points without writing it
for them. Keep it warm, not transactional.
```

When to Use: When you need recommendations but feel awkward asking or don't know what to say.

Example Output: > Hi Sarah, > > I hope you're doing well! I'm updating my LinkedIn profile as I explore new opportunities, and I'd be grateful if you'd consider writing a brief recommendation based on our work together at Acme. > > If you're open to it, some things that might be helpful to mention: > - The dashboard project we shipped together (and how I handled the scope creep) > - My approach to stakeholder communication > - Whatever else stands out from your perspective > > Totally understand if you're too busy—no pressure at all. And I'd be happy to write one for you in return! > > Thanks either way, > [Name]

Prompt 27: LinkedIn Connection Request

The Prompt:

```
 Write personalized LinkedIn connection requests for:

1. A recruiter at [TARGET COMPANY]
2. Someone who has my dream job
3. An industry thought leader
4. A former colleague I've lost touch with
5. Someone I met briefly at [EVENT]

Make each under 300 characters, specific, and give them a reason to
accept.
```

When to Use: When you want to network strategically instead of sending blank connection requests that get ignored.

Example Output: > **To a recruiter:** "Hi Maria, I'm a senior PM exploring opportunities in fintech. I see you recruit for Stripe—I'd love to connect and learn about how product roles are structured there. No immediate ask, just building genuine connections!" > > **To someone in dream role:** "Hi James, I'm working toward a role like yours and have been following your posts about ML engineering. Your piece on productionizing models was exactly what I needed. Would love to connect!"

Prompt 28: LinkedIn Profile SEO

The Prompt:

```
 Optimize my LinkedIn profile for search visibility for [TARGET ROLE].

 Current headline: [YOUR HEADLINE]
 Current About: [FIRST 200 WORDS]
 Target keywords: [LIST FROM JOB DESCRIPTIONS]

 Suggest:
 1. Keyword placement in headline
 2. Natural keyword integration in About
 3. Skills to add
 4. Title modifications for past roles (without lying)
```

When to Use: When you're not appearing in recruiter searches despite being qualified.

Example Output: > **Current headline:** "Manager at Acme Corp" > **Optimized:** "Product Marketing Manager | B2B SaaS | Go-to-Market Strategy | Product Launches" > > **Keywords to naturally add to About:** > - "product marketing" (use 2-3 times) > - "go-to-market" > - "competitive analysis" > - "sales enablement" > > **Title update:** Instead of "Manager," specify "Product Marketing Manager"—same role, more searchable.

Prompt 29: LinkedIn Career Break Explanation

The Prompt:

```
 Help me present this career break positively on my LinkedIn:

Duration: [LENGTH OF BREAK]
Reason: [ACTUAL REASON — caregiving, health, layoff, travel, etc.]
What I did during: [ANYTHING PRODUCTIVE]

Create:
1. A position entry for the gap period
2. Language for my About section
3. Talking points for when connections ask
```

When to Use: When you have gaps that might raise questions and want to control the narrative proactively.

Example Output: > **Position Entry:** > Career Sabbatical | 2023 > - Provided full-time care for family member through medical recovery > - Maintained professional skills through Google Project Management Certificate > - Volunteered 10 hrs/week with local nonprofit on database management > >
About section language: > "In 2023, I stepped away from full-time work to support a family member through a health challenge. That experience reinforced my project management skills (coordinating with 10+ medical providers) and reminded me why I value mission-driven work."

Prompt 30: LinkedIn Featured Section

The Prompt:

```
 What should I put in my LinkedIn Featured section to stand out for
[TARGET ROLE]?

My assets:
```

```
- [LIST WHAT YOU HAVE: articles, presentations, projects, media
mentions, certifications]

Prioritize the top 3-4 items and suggest:
1. What to feature
2. In what order
3. What compelling descriptions to add
4. What I should create if I'm missing key pieces
```

When to Use: When your Featured section is empty or filled with random content.

Example Output: > **Feature in this order:** > > 1. **Portfolio/Case Study PDF** – "How I increased conversion by 40%: A UX case study" > 2. **Conference talk video** – "My SXSW 2023 talk on designing for accessibility" > 3. **Article you wrote** – "Why your onboarding flow is losing users (and how to fix it)" > > **Missing and should create:** > - A 1-page PDF portfolio summary (you have great work, make it easy to see) > - Record a 3-min Loom walking through your best project

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Part 4: Interview Preparation Prompts

Prompt 31: Research Brief Generator

The Prompt:

```
 Create a comprehensive interview research brief for my upcoming
interview at [COMPANY NAME] for [ROLE].

Include:
1. Company overview (founding story, mission, what they do)
2. Recent news (last 6 months)
3. Key products/services
4. Company culture signals
5. Likely challenges they're facing
6. Who I might interview with (typical panel for this role)
7. 5 informed questions I can ask
```

```
Format for quick review 30 minutes before the interview.
```

When to Use: Before every interview to demonstrate genuine preparation and knowledge.

Example Output: > **ACME CORP INTERVIEW BRIEF** > > **Overview:** Founded 2015, B2B SaaS for supply chain optimization. Series D, $500M valuation, 800 employees. HQ: Austin, remote-friendly. > > **Recent News:** > - Feb 2024: Launched AI demand forecasting feature > - Jan 2024: Expanded to European market > - Dec 2023: CFO departure (watch for questions about stability) > > **Their Challenges (likely):** > - Scaling GTM for enterprise while maintaining SMB base > - AI feature differentiation in crowded market > - European compliance (GDPR) > > **Questions to Ask:** > 1. "How are you balancing the enterprise push with your SMB roots?" > 2. "What's the vision for AI features over the next year?"

Prompt 32: STAR Story Builder

The Prompt:

```
Help me prepare STAR stories for a [JOB TITLE] interview.

My key experiences:
1. [ACHIEVEMENT 1]
2. [ACHIEVEMENT 2]
3. [ACHIEVEMENT 3]

For each, develop a 2-minute STAR response:
- Situation: Context and challenge
- Task: Your specific responsibility
- Action: Steps YOU took (not the team)
- Result: Quantified outcome

Also tell me which common interview questions each story answers.
```

When to Use: Before behavioral interviews to prepare structured, compelling stories.

Example Output: > **STORY 1: The Product Launch** > > **Situation:** At Acme, our main competitor launched a feature that threatened 30% of our revenue. Leadership gave us 6 weeks to respond—normally a 4-month timeline. > > **Task:** As the PM, I needed to scope a competitive response, get engineering buy-in, and ship without breaking existing functionality. > > **Action:** I ran a rapid prioritization with engineering, cut scope to the 20% of features that addressed 80% of competitor's advantage, negotiated with sales on what we could promise customers, and personally ran daily standups to remove blockers. > > **Result:** Launched in 5 weeks, retained 95% of at-risk customers, feature became our 2nd most-used within 3 months. > > **Use for:** "Tell me about a time you worked under pressure," "Describe a difficult project," "How do you prioritize?"

Prompt 33: Common Questions Prep

The Prompt:

```
 Give me excellent answers to these common interview questions for a
 [JOB TITLE] role:

 1. Tell me about yourself
 2. Why do you want to work here?
 3. What's your greatest weakness?
 4. Where do you see yourself in 5 years?
 5. Why are you leaving your current job?

 My background: [BRIEF SUMMARY]
 Company: [TARGET COMPANY]
 My actual reason for leaving: [HONEST REASON]

 Make answers authentic and specific, not generic.
```

When to Use: To prepare polished answers to questions you'll definitely be asked.

Example Output: > **"Tell me about yourself"** (90-second version): > > "I'm a product manager who specializes in taking early-stage products from concept to market fit. My career started in engineering—I was a developer for 4 years—which gives me credibility with technical teams that many PMs lack. > > At my current company, I owned our core analytics product from $2M to $8M ARR. The part I loved most was the early customer discovery work—I did 50+ user interviews that completely changed our roadmap direction. > > I'm now looking for a role where I can do more 0→1 work, which is why this opportunity excited me—you're launching a new product line and need someone who can figure it out from scratch."

Prompt 34: Technical Interview Prep

The Prompt:

```
Prepare me for a [TYPE] technical interview for [JOB TITLE].

My skill level: [BEGINNER/INTERMEDIATE/ADVANCED]
Specific technologies: [LIST RELEVANT TECH]

Provide:
1. Top 10 concepts I must know cold
2. Common questions with model answers
3. Coding/practical problems to practice
4. Red flags interviewers look for
5. How to handle "I don't know"
```

When to Use: Before any interview with a technical component.

Example Output: > **TOP 10 CONCEPTS FOR SQL DATA ANALYST INTERVIEW:** > > 1. JOINs (INNER, LEFT, RIGHT, FULL—know when to use each) > 2. Aggregation (GROUP BY, HAVING) > 3. Window functions (ROW_NUMBER, RANK, LAG, LEAD) > 4. Subqueries vs CTEs (when to use which) > 5. Query optimization (indexes, EXPLAIN) > [...] > > **COMMON QUESTION:** > "Write a query to find the top 3 products by revenue per category" > > **MODEL ANSWER:** > `sql` > WITH ranked AS (>   SELECT product, category, revenue, >   RANK() OVER

```
(PARTITION BY category ORDER BY revenue DESC) as rk >   FROM sales > ) >
SELECT * FROM ranked WHERE rk <= 3; >
```

Prompt 35: Questions to Ask Interviewers

The Prompt:

```
 Generate 15 insightful questions to ask at the end of my interview for
 [JOB TITLE] at [COMPANY].

 Mix of:
 – Role–specific questions
 – Team/culture questions
 – Growth/development questions
 – Questions that subtly demonstrate my value
 – Questions that reveal potential red flags

 Avoid anything easily found on their website or anything that sounds
 like I'm not committed (e.g., "How much vacation time?").
```

When to Use: For every interview—"Do you have questions?" is a test, not a formality.

Example Output: > **Role-specific:** > 1. "What would success look like in this role after 90 days? After a year?" > 2. "What's the biggest challenge the person in this role will face in the first 6 months?" > 3. "Can you walk me through how a typical project moves from idea to launch here?" > > **Demonstrates value:** > 4. "I noticed you recently launched [X]. How did the team decide on that prioritization?" > 5. "In my experience, the handoff between [two teams] is often where things break down. How does that work here?" > > **Red flag detectors:** > 6. "Why is this role open? Is it new or backfill?" > 7. "What happened to the last person in this role?" > 8. "What's the biggest reason people leave this team?"

Prompt 36: Case Interview Framework

The Prompt:

```
 Walk me through how to approach a [TYPE] case interview.

Type: [Market sizing / Business strategy / Product design / Operations]
My role: [TARGET JOB TITLE]

Provide:
1. A step-by-step framework
2. What interviewers are really evaluating
3. Common mistakes to avoid
4. A practice case with solution
5. Phrases that demonstrate structured thinking
```

When to Use: Before consulting, product, or strategy interviews that involve case studies.

Example Output: > **PRODUCT DESIGN CASE FRAMEWORK:** > > **Step 1: Clarify (2 min)** > - Confirm the goal: "Just to make sure I understand, we're designing [X] for [user] to achieve [outcome]?" > - Ask constraints: "Any limitations on platform, timeline, or scope I should know about?" > > **Step 2: User Definition (3 min)** > - "Let me define who we're building for..." > - Identify 2-3 user segments, pick one to focus on, explain why > > **Step 3: Pain Points (3 min)** > - "What problems does this user face today?" > - List 3-5 pain points, prioritize top 2 > > **Step 4: Solutions (5 min)** > - Brainstorm 3 solutions for top pain points > - Evaluate tradeoffs, recommend one > > **Step 5: Measure (2 min)** > - "Here's how I'd measure success..." > - Include user metrics and business metrics

---

Prompt 37: Interview Follow-Up Email

The Prompt:

```
 Write a follow-up thank you email after my interview for [JOB TITLE]
at [COMPANY].

Interviewer: [NAME AND ROLE]
```

```
What we discussed: [KEY TOPICS]
Something specific they said: [MEMORABLE QUOTE OR INSIGHT]
Something I wish I'd said: [IF APPLICABLE]

Make it:
- Personal (not a generic template)
- Reference our actual conversation
- Reiterate my interest and fit
- Under 150 words
```

When to Use: Within 24 hours of every interview.

Example Output: > Subject: Great speaking with you – Product Manager interview > > Hi Sarah, > > Thank you for the conversation today. Your description of Acme's "build week" tradition—where the whole company pauses roadmap work to hack on passion projects—got me even more excited about the culture you've built. > > Our discussion about the challenge of balancing technical debt with new features resonated with me. I've navigated this tension at my current company by implementing a "20% buffer" system that's freed engineering time without slowing product velocity. I'd love to bring that experience to Acme's platform team. > > I'm very interested in this role and believe my background in scaling B2B products from $5M to $20M ARR would contribute to your growth goals. > > Looking forward to next steps. > > Best, > [Name]

Prompt 38: Handle Difficult Questions

The Prompt:

```
Help me prepare responses to these difficult interview questions:

1. "Why were you laid off?"
2. "Why did you leave after only 6 months?"
3. "You seem overqualified for this role."
4. "Why should we hire you over other candidates?"
5. "What's a time you failed?"

My specific situation: [CONTEXT]
```

```
Give me responses that are honest, confident, and pivot to my
strengths.
```

When to Use: When you have specific vulnerabilities in your history you need to address.

Example Output: > **"Why were you laid off?"** > > ❌ Avoid: Sounding bitter, badmouthing company, being vague > > ✅ Good response: "Acme eliminated 20% of the workforce when they shifted strategic priorities from B2C to enterprise. My whole team—including high performers—was affected. It was disappointing because I'd just shipped a major project, but I've used the transition productively: I got my PMP certification and consulted for two startups. I'm actually glad it pushed me to explore new directions—that's what led me here." > > **Key elements:** > - Context that shows it wasn't performance-based > - No bitterness > - What you did during the gap > - Reframe as a positive

---

Prompt 39: Presentation Interview Prep

The Prompt:

```
 Help me prepare for a presentation interview where I need to present
[TOPIC].

Time allotted: [X MINUTES]
Audience: [WHO WILL BE WATCHING]
What they're evaluating: [IF KNOWN]

Provide:
1. Recommended structure and flow
2. How to open with impact
3. What to include/exclude given time
4. How to handle Q&A
5. Common mistakes in presentation interviews
```

When to Use: For interviews requiring you to present a case study, portfolio piece, or hypothetical solution.

Example Output: > **30-MINUTE PRODUCT PRESENTATION STRUCTURE:** > > **0-2 min: Hook + Roadmap** > - Start with the key insight/result, not "Today I'll be presenting..." > - "I increased conversion by 40% by challenging a core assumption. Here's how." > - Preview your structure: "I'll cover the problem, my approach, results, and learnings." > > **2-12 min: The Story** > - Context: What was the situation? > - Challenge: What specifically was broken? > - Your role: What were YOU responsible for? > - Process: How did you approach it? (Show your thinking) > > **12-20 min: The Work** > - Show, don't tell: Actual artifacts, designs, data > - Explain your decisions and tradeoffs > - Include a pivot or failure point (shows self-awareness) > > **20-25 min: Results + Learnings** > - Quantified outcomes > - What you'd do differently > - How this experience prepared you for THIS role > > **25-30 min: Q&A** > - "What questions can I answer?" (not "Do you have questions?") > - Have backup slides for predictable questions

---

Prompt 40: Final Interview Prep

The Prompt:

```
 I have a final round interview at [COMPANY] for [ROLE]. Help me
prepare.

Interview format: [PANEL/1:1S/PRESENTATION/MIX]
Who I'm meeting: [LIST NAMES AND ROLES IF KNOWN]
What I've learned from earlier rounds: [KEY INSIGHTS]

Provide:
1. What's different about final rounds
2. How to tailor my approach to each interviewer type (exec vs peer vs
HR)
3. Signs they're testing culture fit vs skills
4. How to close strong
5. Red flags that might indicate the role isn't right
```

When to Use: Before your final interview when you're one of the top candidates.

Example Output: > **FINAL ROUND DYNAMICS:** > > **What's different:** > They already believe you CAN do the job. Now they're deciding: > - Do they WANT to work with you? > - Will you fit the team dynamics? > - Are you a culture add? > - Can they see you in the room long-term? > > **Exec Interviewer (VP of Product):** > - Wants to see strategic thinking > - Ask about their vision, show how you'd contribute > - They're assessing "can I put this person in front of our customers/board?" > > **Peer Interviewer (Another PM):** > - Assessing collaboration style > - They're thinking "do I want to work with this person daily?" > - Be friendly and humble, not competitive > > **HR/People (Final Screen):** > - Culture fit confirmation > - Salary expectations alignment > - May ask about references

---

Part 5: Salary Negotiation Prompts

Prompt 41: Salary Research Prompt

The Prompt:

```
 Help me research salary ranges for [JOB TITLE] in [LOCATION].

My experience level: [YEARS OF EXPERIENCE]
My qualifications: [KEY QUALIFICATIONS]
Company size: [STARTUP/MID/ENTERPRISE]
Company funding stage: [IF STARTUP]

Find me:
1. Salary range (25th, 50th, 75th percentile)
2. Total compensation breakdown (base, bonus, equity)
3. What factors increase leverage
4. What factors decrease leverage
5. How to find company-specific data
```

When to Use: Before any salary conversation to establish your market value.

Example Output: > **PRODUCT MANAGER, SAN FRANCISCO, 5 YEARS EXPERIENCE** > > **Base Salary Range:** > - 25th percentile: $145,000 > - 50th percentile: $165,000 > - 75th percentile: $190,000 > > **Total Compensation (Series B-C startup):** > - Base: $165,000 > - Bonus: 10-15% target ($16,500-24,750) > - Equity: 0.05-0.15% ($50K-150K vesting over 4 years) > - Total: $230,000-$340,000 > > **Leverage increasers:** Counter offers, rare skills (ML, international experience), fast start date, executive relationships > > **Leverage decreasers:** Unemployed, desperate timeline, single company negotiation

---

Prompt 42: Initial Salary Question Response

The Prompt:

```
Help me respond to: "What are your salary expectations?"

My situation:
- Current salary: [AMOUNT OR N/A IF UNEMPLOYED]
- Target range: [YOUR RESEARCH-BASED RANGE]
- How badly I need this job: [HONEST ASSESSMENT]

Provide:
1. Response that deflects (for use early in process)
2. Response that gives a range (for later stages)
3. Response that flips the question
4. What to do in states where I can't be asked about current salary
```

When to Use: When asked about salary expectations before you have enough information.

Example Output: > **Early stage deflection:** > "I'm flexible on compensation and more focused on finding the right fit. I'd love to learn more about the role's scope before discussing specifics. What's the budgeted range for this position?" > > **Flip the question:** > "I've done some research and have a general range in mind, but I'd actually like to hear what you've budgeted for this role first—that way I can confirm we're in the same ballpark before we go further." > > **If pushed for a number:** > "Based on my research and experience, I'm targeting

$150,000-$175,000 for base salary, though I'm open to discussing total compensation including equity and benefits. What does the full package typically look like for this role?"

Prompt 43: Counter Offer Script

The Prompt:

```
 Help me write a counter offer to this job offer:

 Their offer:
 – Base: [AMOUNT]
 – Bonus: [AMOUNT/PERCENTAGE]
 – Equity: [AMOUNT IF APPLICABLE]
 – Other: [BENEFITS, PTO, ETC]

 My target:
 – Base: [AMOUNT]
 – Other priorities: [WHAT ELSE YOU WANT]

 My leverage: [COUNTER OFFERS, SKILLS, TIMELINE, ETC]

 Write a professional counter that's firm but maintains relationship.
```

When to Use: After receiving an offer that's below your target.

Example Output: > Subject: Excited about the offer – one discussion point > > Hi Sarah, > > Thank you for the offer for the Senior PM role. I'm excited about joining Acme and confident I can deliver the results we discussed—particularly around launching the new analytics platform. > > I'd like to discuss the base salary. The offer of $150,000 is below my target based on my experience and market research for this role in San Francisco. Additionally, I have another offer at $170,000 that I'm evaluating. > > I'm very interested in Acme specifically—the team, mission, and product excite me more than the alternative. To move forward enthusiastically, I'm seeking a base of $168,000. > > I'm flexible on how we get there—open to discussing sign-on bonus, accelerated review, or equity

adjustments if base is constrained. > > I can make a decision by Friday. Would you have time to connect tomorrow? > > Best, > [Name]

Prompt 44: Negotiate Beyond Salary

The Prompt:

```
 The company can't budge on salary. Help me negotiate other parts of
the offer.

Current offer:
— Base: [FIXED AMOUNT]
— Other terms: [CURRENT TERMS]

My priorities: [WHAT MATTERS MOST TO YOU BEYOND SALARY]

Provide:
1. List of negotiable non—salary items
2. How to ask for each
3. Estimated monetary value of each
4. Which are easiest for companies to give
```

When to Use: When base salary is non-negotiable but you want to maximize total value.

Example Output: > **NON-SALARY NEGOTIABLES (Roughly by ease of approval):** > > **Easier to negotiate:** > 1. **Sign-on bonus** ($10-30K typical) - "Since base is fixed, could we bridge the gap with a sign-on bonus?" > 2. **Start date flexibility** - Worth $2-5K in vacation value > 3. **Title upgrade** - Zero cost to company, meaningful for future earnings > 4. **Work from home days** - Low cost, high value to you > > **Medium difficulty:** > 5. **Extra PTO** (additional week = ~$3K value at $150K salary) > 6. **Accelerated review** (6 mo instead of 12) - "Can we build in a 6-month review with opportunity for adjustment?" > 7. **Professional development budget** ($2-5K/year) > > **Harder but possible:** > 8. **Additional equity** (especially at startups) > 9. **Higher bonus target** > 10. **Relocation assistance**

Prompt 45: Evaluate Total Compensation

The Prompt:

```
Help me compare these two job offers to find the better deal:

Offer A:
— Company: [NAME AND STAGE]
— Base: [AMOUNT]
— Bonus: [AMOUNT]
— Equity: [AMOUNT + VESTING]
— Benefits: [KEY BENEFITS]
— Commute/remote: [SITUATION]

Offer B:
[SAME FORMAT]

My priorities: [WHAT MATTERS MOST: cash now vs growth vs WLB]

Calculate total comp for each and give a recommendation.
```

When to Use: When deciding between multiple offers.

Example Output: > **OFFER COMPARISON:** > > | Component | Offer A (BigCorp) | Offer B (Startup) | > |———–|————–———-|————–———-| > | Base | $180,000 | $160,000 | > | Bonus | $27,000 (15%) | $16,000 (10%) | > | Equity (annual value*) | $15,000 (RSUs) | $50,000 (0.1% at $200M) | > | 401k match | $9,000 | $3,000 | > | Healthcare (your cost) | $2,400/yr | $6,000/yr | > | **Year 1 Cash** | **$207,000** | **$173,000** | > | **Total Comp (w/ equity)** | **$222,000** | **$223,000** | > > **Analysis:** > – BigCorp wins on cash now (+$34K Year 1) > – Startup wins on potential (equity could be worth $0 or $500K) > – Given your stated priority of "stability + savings for house," **BigCorp aligns better**

Prompt 46: Negotiate Severance Package

The Prompt:

```
 I'm being laid off. Help me negotiate my severance package.

What they're offering:
— Severance: [WEEKS/AMOUNT]
— Healthcare: [COBRA COVERAGE]
— Other: [OUTPLACEMENT, EQUITY TREATMENT, ETC]

My tenure: [YEARS AT COMPANY]
My situation: [KEY FACTORS — RESTRICTED STOCK, UNVESTED EQUITY, ETC]

What should I ask for and how should I ask for it?
```

When to Use: When facing a layoff and presented with a severance agreement to sign.

Example Output: > **STANDARD BENCHMARK:** 2 weeks per year of service, plus: > - 60-90 days COBRA coverage paid > - Prorated bonus for year-to-date > - Accelerated vesting consideration > > **YOUR SITUATION (5 years, $180K salary):** > - Standard: 10 weeks ($34,615) + benefits > - Ask for: 16 weeks ($55,384) + 6 months COBRA + outplacement > > **SCRIPT:** > "I understand the business decision, and I want to handle this professionally. I'd like to discuss a few aspects of the package: > > 1. **Severance:** Given my 5 years and contributions [mention specific wins], I'm requesting 16 weeks—this gives me reasonable runway without putting the company at risk. > > 2. **Equity:** I have 1,000 shares vesting in 60 days. I'm asking for acceleration to my next cliff. > > 3. **Reference:** Can I get written confirmation that I'm eligible for rehire and a LinkedIn recommendation from my manager?"

Prompt 47: Promotion Raise Request

The Prompt:

```
 Help me ask for a raise based on [REASON: promotion, exceeding goals,
market adjustment, new responsibilities].

My current salary: [AMOUNT]
```

```
My target: [AMOUNT]
My accomplishments since last raise: [LIST KEY WINS]
Time in current role: [DURATION]

Write the talking points for my conversation with my manager.
```

When to Use: When you've earned a raise and need to make your case effectively.

Example Output: > **TALKING POINTS FOR PROMOTION RAISE DISCUSSION:** > > **Opening:** > "Thanks for meeting. I wanted to discuss my compensation in light of my contributions this year and my new responsibilities. I'll share what I've accomplished and what I'm asking for, and I'd love your input." > > **Your case:** > "Over the past 12 months, I've: > - Exceeded my sales quota by 140%, bringing in $2.3M in new business > - Trained 3 new team members who are now hitting quota > - Took on the enterprise segment, which wasn't in my original scope > - Received our team's highest NPS from clients > > Given this performance and my research showing market rate for this role is $150-170K, I'm requesting an increase from $130K to $160K." > > **Handling pushback:** > - If budget-constrained: "I understand. Can we agree on a timeline and specific milestones for revisiting this in 3 months?" > - If "you're already paid well": "I appreciate that, and I've also delivered exceptional results. I'd like to understand what it would take to reach the number I've shared."

Prompt 48: Respond to Lowball Offer

The Prompt:

```
 I received an offer that's significantly below my expectations:

Their offer: [AMOUNT]
My minimum: [AMOUNT]
My target: [AMOUNT]
Market rate: [FROM YOUR RESEARCH]
```

```
Help me respond professionally without burning the bridge or accepting
less than I deserve.
```

When to Use: When an offer is so low you're questioning whether to continue.

Example Output: > **RESPONSE FRAMEWORK:** > > **Step 1: Express continued interest (don't react negatively)** > "Thank you for the offer. I'm excited about this role and the team." > > **Step 2: Name the gap directly but professionally** > "I have to be honest—the base salary of $110,000 is significantly below both market rate and what I've been discussing with other companies. Based on my research and experience, I was expecting something in the range of $145,000-$160,000." > > **Step 3: Give them a path forward** > "I want to make this work because I'm genuinely excited about Acme. Is there flexibility in the budget, or can we discuss how to bridge this gap through equity, sign-on bonus, or other components?" > > **Step 4: Create urgency without ultimatum** > "I have another offer I'm considering with a deadline this Friday. I'd love to find a way to move forward with Acme—can we connect tomorrow to discuss?"

Prompt 49: Sign-On Bonus Request

The Prompt:

```
 I want to negotiate a sign-on bonus. Help me make the case.

My situation:
- Bonus I'm leaving behind: [AMOUNT IF APPLICABLE]
- Unvested equity: [AMOUNT IF APPLICABLE]
- Relocation costs: [IF APPLICABLE]
- Start date flexibility: [WHAT YOU'RE GIVING UP TO START SOONER]

Write a script for requesting a sign-on bonus of [TARGET AMOUNT].
```

When to Use: When joining a new company means leaving money on the table, or when base salary can't be moved.

Example Output: > **SIGN-ON BONUS REQUEST:** > > "I'm very excited to accept this offer, and I want to address one gap before I sign. > > By leaving my current role, I'm forfeiting: > - $25,000 annual bonus (paid in March, I'd leave in February) > - $30,000 in unvested stock (would vest in 6 months) > > That's $55,000 I'm leaving behind to join Acme. I'm not asking you to make me whole—I understand that's my choice. But a sign-on bonus of $35,000 would significantly help bridge this gap and allow me to start February 1st as you've requested. > > Is this something we can include in the offer?" > > **If they say no, pivot:** > "I understand. Is there any flexibility on a smaller sign-on, or could we discuss a guaranteed first-year bonus instead?"

Prompt 50: Negotiate Remote Work

The Prompt:

```
 I want to negotiate for remote work but the role is listed as
[HYBRID/IN-OFFICE].

My situation:
- Why I want remote: [HONEST REASON]
- What I'd give up for it: [IF ANYTHING]
- My track record working remotely: [EVIDENCE]

Company's likely objections: [WHAT YOU'VE HEARD]

Help me make a compelling case for remote work.
```

When to Use: When location flexibility is a priority and you want to propose an alternative arrangement.

Example Output: > **REMOTE WORK NEGOTIATION SCRIPT:** > > **Lead with your value and performance:** > "I want to discuss the work location for this role. I've seen it listed as hybrid, and I'd like to propose a fully remote arrangement. Let me share why I think this would work well. > > At my current company, I've worked remotely for 3 years while: > - Exceeding quota every quarter > - Building strong relationships with cross-functional partners (happy to share references) >

- Maintaining responsive communication—I'm online during core hours and highly available on Slack > > **Address their concerns proactively:** > I know collaboration is important, and I'm committed to making this work: > - I'll come to the office for important meetings, quarterly planning, and team events > - I'm in [YOUR LOCATION], so flying in monthly is feasible > - I'll overlap core hours with the team despite any time zone difference > > **Close with flexibility:** > I'm open to a trial period—let's try it for 6 months and assess. If it's not working for the team, I'm willing to discuss adjustments."

Final Tips

Before You Start

1. **Know your worth:** Research salaries before any interview process begins
2. **Document everything:** Keep a "brag document" of achievements with metrics
3. **Practice out loud:** Role-play negotiations with a friend

During the Process

4. **Never lie:** Embellish responsibly, but fabricating credentials or offers backfires
5. **Take your time:** "I need to think about this" is always acceptable
6. **Get it in writing:** Verbal offers mean nothing until documented

Key Mindsets

7. **They want you to succeed:** You're not adversaries—you're finding mutual fit
8. **Your current salary is irrelevant:** What you're worth ≠ what you're currently paid
9. **No single opportunity is worth desperation:** Scarcity mindset kills negotiating power

Get More Resources

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