

22 ChatGPT

PROMPTS

to Ace Your

Job Search

in 2024



Resume Prompts

Create a professional resume from scratch

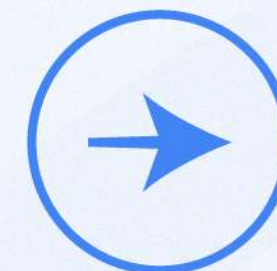
You are a resume-creating expert. Please create a professional resume for College: **[Your College Name]**, Degree: **[Your Degree]**, Job Role: **[Your Target Job Role]**, Name: **[Your Name]**, Skills: **[Your Skills]**

Write a compelling summary

Please find my resume below. I'm interested in the position of **[Your Job Title]**. Please remove the readability by rewriting it. Add action verbs and profile-centric keywords to make it ATS-friendly.

Tailor your resume for the job description

Tailor my resume to this job description **[PASTE JOB DESCRIPTION]**. Here is my resume: **[COPY/PASTE YOUR CURRENT RESUME]**



Make an ATS-Friendly Resume

Please find my resume below. I'm interested in the position of **[your job title]**. Please improve the readability by rewriting it. Add action verbs and profile-centric keywords to make it ATS-friendly. **[Paste your resume here]**

Add keywords to your resume

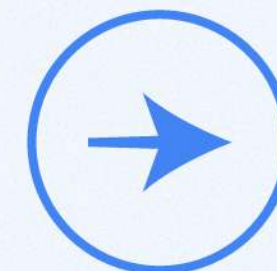
I'm applying for the job role of **[Your profile]**. Give me a list of keywords I should include in my resume.

Proofread your entire resume

[Paste full resume text] Please proofread it and show all the spelling mistakes and grammatical errors

Include action verbs

I am sharing the Work Experience section of my resume below. Please rewrite it using action verbs. **[PASTE THE CONTENT]**



Cover Letter Prompts

Write a cover letter from scratch

Act as a cover letter writer. Write a persuasive cover letter tailored for this job description **[Paste the job description]** Make sure you align it with my resume **[Paste your resume]**

Using your bio

Generate a Cover Letter for the role of **[Your Role]** at **[Your Company]**. Explain why I am the best fit for the position using the details given below:

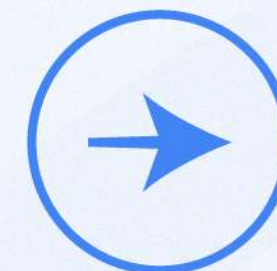
My Name: **[Your Name]**

My Contact Information: **[Your Email, Phone Number and Address]**

My Professional Experience: **[Your Experience]**

My Education: **[Educational Details]**

My Successful Projects: **[Your Project Details]**



Using the job description

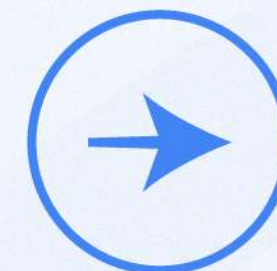
I am applying for the position of **[Job Title]** at **[Company Name]** and would like a persuasive and convincing cover letter that incorporates the job description. Keep a polite tone and keep to the word limit of 200. This is the job description: **[insert your desired job description here]**.

Proofread the cover letter

[Paste the cover letter] Please proofread it. Do check for any grammatical or spelling errors and make sure all the necessary information is included and clearly conveyed.

Rewrite your existing cover letter

Rewrite my existing cover letter for a **[position title]** position at **[company name]** in a way that highlights my experience in **[skill or qualification]** and how it will benefit the company: **[paste your existing cover letter here]**



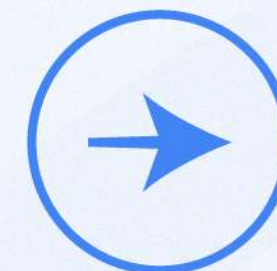
LinkedIn Profile Prompts

Write an attention-grabbing headline

Write me a LinkedIn headline using this formula "Major achievement | Job Title at current company | Industry keywords | The problem you solve" Here is 1 example for the same "Generated \$1M in sales revenue | Sales Director @ ABC Corporation | Strategic Sales & Client Relationship Management | Helping you increase revenue & profit margins". I am a **[your target job role]**. Make sure it is below 220 characters and use numbers to make it more result oriented.

Add the right skills

I want to optimize my LinkedIn skill section. Give me a list of 25 important skills relevant to the job role of **[Your job role]** also give me an additional list of software/tools that are relevant for a **[your job role]**



Upgrade your experience section

I want to improve my experience section on LinkedIn. Here is my job title and company's name **[write your job title @ company name]**. Write a succinct, impact-focused description for this role. Here are the major things I was handling here **[Write down some pointers about your role & responsibility]**. Give me the results in the form of bullet points.

Get your skills endorsed

I want to get my skills endorsed on LinkedIn. Write me a polite and persuasive message which I could send to my connections requesting to endorse my skills. Keep it short and sweet!

Get recommendations from your connections

I want to get recommendations on my LinkedIn profile. Write me a polite and persuasive message that I can send to my [colleague/manager/client]. Keep it short and sweet!



Job interview prompts

For Mock Interview

Consider yourself as a hiring manager and ask me questions on **[Your Domain]**, and I'm going to provide an answer.

Give me feedback on my answer in the form of a list:

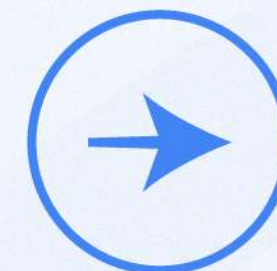
What part of my answer stood out?

What pieces were missing?

What did I do well, and what may I have done differently, in light of best practices for interviews?

Get a list of interview questions

Consider yourself a hiring manager, Shoot me potential questions a **[Your Role]** might face at **[Company]**, what answers they could provide, and how it shows relevant skills. Here is the job description for the same **[Put The Job Description]**



Answer role-specific questions

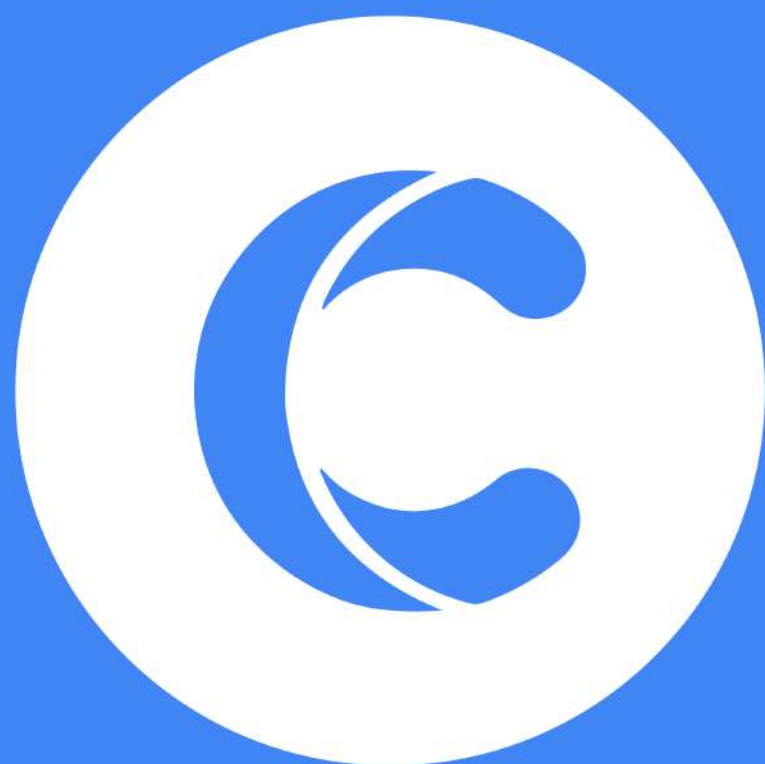
How can I respond to this interview question of **[Paste The Question]** for a **[Your Target Role]** role? Also, please provide a sample answer which could be answered in under 2 minutes.

Ask smart questions in the interview

Can you suggest 3-5 strategic questions I can ask the hiring manager at the end of the interview based on this job **[Copy/Paste The job description]**

Ask smart questions in the interview

You are a hiring manager. Who is looking for a **[Job Role]** candidate, your company operates in the **[Your Domain]** space whose target market is **[Target Market]**. Give me a list of all the things you are looking for in a candidate who would be suitable for the role. Do you understand?



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Save for later

