50 AI Prompts

for Job Seekers & Careers

Land your dream job faster with AI-powered preparation

Resume & Cover Letters

Prompt #1

Rewrite my resume bullet point to be more impactful using the XYZ formula (Accomplished [X] as measured by [Y] by doing [Z]): [paste bullet]

Prompt #2

Write a cover letter for [job title] at [company] that highlights my experience in [skills]. Match the tone to their company culture of [describe culture].

Prompt #3

Review my resume for [job title] and suggest 5 specific improvements to make it ATS-friendly.

Prompt #4

Transform this job duty into an achievement-focused bullet point: [paste duty]

Prompt #5

Write 3 different opening paragraphs for a cover letter applying to [role] at [company], each with a different hook.

Prompt #6

Identify keywords from this job description that I should include in my resume: [paste JD]

Prompt #7

Rewrite my resume summary for a career change from [old field] to [new field], emphasizing transferable skills.

Prompt #8

Create a skills section for my resume optimized for [job title], organized by category.

Prompt #9

Write a follow-up email after submitting my application for [role] at [company]. Keep it professional but memorable.

Prompt #10

Generate 5 quantified achievement statements for someone in [role/industry] with [X] years of experience.

Interview Preparation

Prompt #1

Give me 10 likely interview questions for a [job title] role at [company type] and suggest strong answers based on my background in [skills/experience].

Prompt #2

Help me prepare a STAR method answer for: Tell me about a time you [situation]. My experience: [brief description].

Prompt #3

What are the top 5 behavioral questions for [industry] interviews? Give me frameworks for answering each.

Prompt #4

Prepare me for a case interview at [consulting firm/company]. Give me a practice case with a structured solution.

Prompt #5

Generate 5 insightful questions I should ask the interviewer for a [role] position at [company].

Prompt #6

Help me craft a compelling 'Tell me about yourself' answer for [role]. My background: [brief bio].

Prompt #7

What salary range should I expect for [job title] in [location] with [X] years of experience? How should I negotiate?

Prompt #8

Prepare me for a technical interview for [role]. Give me 10 likely technical questions with hints.

Prompt #9

Write a thank-you email after interviewing for [role] at [company]. Reference [specific conversation topic].

Prompt #10

How should I address this potential weakness in an interview: [weakness]? Turn it into a strength.

Job Search Strategy

Prompt #1

Create a 30-day job search plan for someone targeting [role] in [industry]. Include daily and weekly actions.

Prompt #2

Write a LinkedIn headline and summary for someone looking for [job type] roles. Current: [current title].

Prompt #3

Generate 10 companies I should target for [role] based on these criteria: [location, size, culture preferences].

Prompt #4

Write a networking message to send to [person's role] at [company] requesting an informational interview.

Prompt #5

Create a job search tracker template with columns for [what to track]. Suggest how to prioritize applications.

Prompt #6

Write an elevator pitch for networking events. I'm a [background] looking for [target role].

Prompt #7

How can I leverage [skill/certification/experience] to stand out for [competitive role]?

Prompt #8

Draft a LinkedIn post announcing I'm open to new opportunities without sounding desperate.

Prompt #9

Create a list of 10 informational interview questions for someone exploring a career in [field].

Prompt #10

Write a cold email to a recruiter specializing in [industry] introducing myself and my job search.

Job Search Strategy

Career Development

Prompt #1

Create a 90-day plan for starting a new role as [job title] at [company type].

Prompt #2

What skills should I develop to advance from [current role] to [target role]? Create a learning roadmap.

Prompt #3

Write a self-evaluation for my annual review highlighting achievements in [areas]. Include metrics.

Prompt #4

Help me negotiate a promotion from [current title] to [target title]. Draft talking points.

Prompt #5

Create a personal brand statement for someone in [field] who wants to be known for [expertise].

Prompt #6

Write a professional development plan for the next 12 months. Current role: [role]. Goal: [goal].

Prompt #7

Draft an email to my manager requesting [raise/promotion/training budget]. Include justification.

Prompt #8

What certifications or courses would make me more competitive for [target role]?

Prompt #9

Create a mentor outreach message for someone I admire in [field]. Be genuine, not transactional.

Prompt #10

Help me evaluate this job offer: [details]. Compare it against my priorities of [list priorities].

Freelancing & Side Income

Prompt #1

Write a freelance proposal for [project type] that stands out from competitors. My rate: $[X]/hr.

Prompt #2

Create a portfolio description for my work in [field]. Highlight projects: [list projects].

Prompt #3

Generate 10 side income ideas for someone with skills in [skills] and [X] hours per week available.

Prompt #4

Write a pricing page for my freelance services in [field]. Include 3 tiers.

Prompt #5

Draft a client testimonial request email that makes it easy to respond.

Prompt #6

Create an Upwork/Fiverr profile description for a [service type] freelancer with [experience].

Prompt #7

Write a cold pitch email to [company type] offering my freelance [service] services.

Prompt #8

Help me set freelance rates for [service] based on [experience level] in [market].

Prompt #9

Create a contract template outline for freelance [service type] work.

Prompt #10

Write 5 Fiverr gig titles and descriptions for someone offering [skill] services.