



**Mandar Patil**  
@mandarmpatil

# ChatGPT is a free Job search Specialist

But 99% of people have no idea how to use it for job search.

Here are the Top 15 ChatGPT Prompts for to accelerate your job search!

# ATS-Friendly Resume Formatting

Format my resume to be ATS-friendly for a [specific role/industry] position, focusing on keyword optimization, clear structure, and measurable achievements.

**First Last**  
first.last@resumeworded.com | +1 (123) 456789 | San Francisco, CA

**EXPERIENCE**

**Resume Worded & Co.** Oct 2017 – Present  
San Francisco, CA  
Financial Data Analyst, Business Development & Operations  
• Managed cross-functional team of 10 in 3 locations (Palo Alto, Austin and New York), ranging from entry-level analysts to vice presidents, and collaborated with business development, data analysis, operations and marketing  
○ Launched Miami office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue)  
○ Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%  
• Achieved \$200K reduction in department overspend by establishing ROI metrics and budget controls to improve prioritisation of the \$4MM department budget  
• Notes: Your most recent experience should have the most detail; avoid using more than 6 bullet points per experience; if you have accomplished a lot at one company and have more than 6 bullets, split them up into 2 or more job titles at the same company.

**Instamake** Jun 2015 – Oct 2017  
San Francisco, CA  
Associate Product Manager  
• Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%  
• Promoted within 12 months due to strong performance and organizational impact (1 year ahead of schedule)  
• Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings

**Resume Worded & Co.** Jun 2011 – May 2013  
Austin, TX  
Associate Product Manager  
• Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media  
• Drove redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

**EDUCATION**

**Resume Worded Business School** May 2015  
Austin, TX  
Master of Business Administration Candidate; Major in Business Analytics  
• Awards: Bill & Melinda Gates Fellow (only 5 awarded to class), Director's List 2017 (top 10%)  
• Leadership: Resume Worded Investment Club (Board Member), Consulting Club (Engagement Manager)

**Resume Worded University** May 2011  
San Francisco, CA  
Master of Business Administration Candidate; Major in Business Analytics  
• Note: Your education section can be much shorter than this; only add bullet points to your education if they add value to your overall experience; prioritize accomplishments in your work experience

**OTHER**

- Technical Skills: R, Visual Basic, Microsoft SQL Server, Tableau, SQL, Financial Modeling, Python
- Certifications & Training: Certified Scrum Master, Passed Resume Worded examinations
- Languages: English (native), Spanish (fluent), Chinese (intermediate)

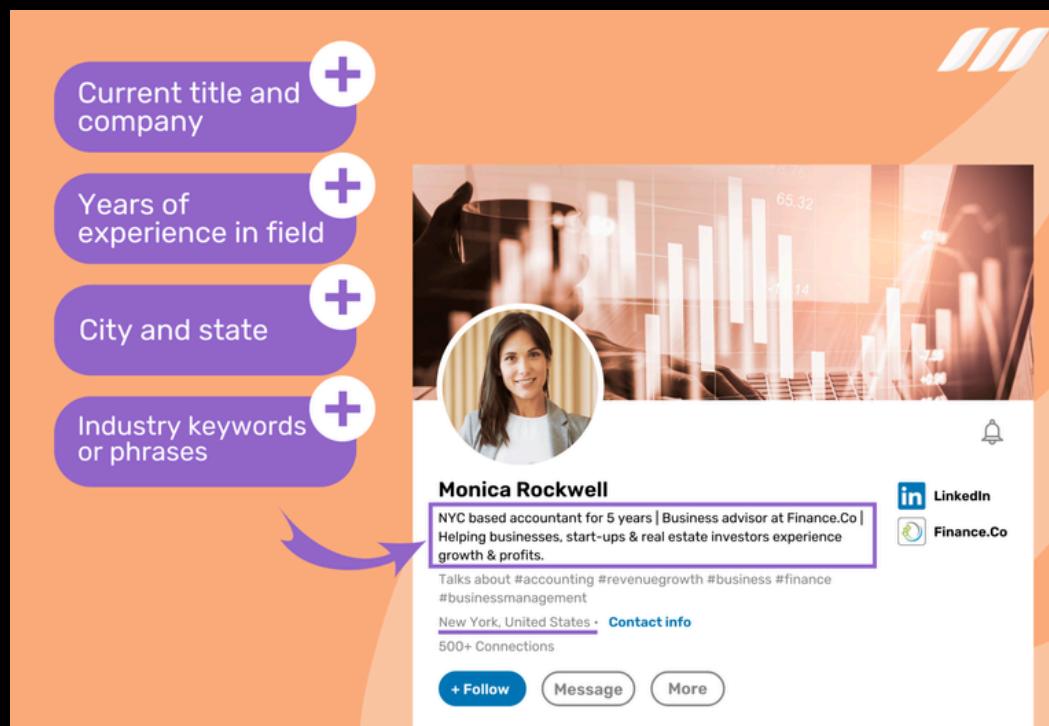


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# Crafting an Engaging LinkedIn Headline

Create a LinkedIn headline that grabs the attention of recruiters in [industry/role], incorporating keywords that align with my expertise and career goals.

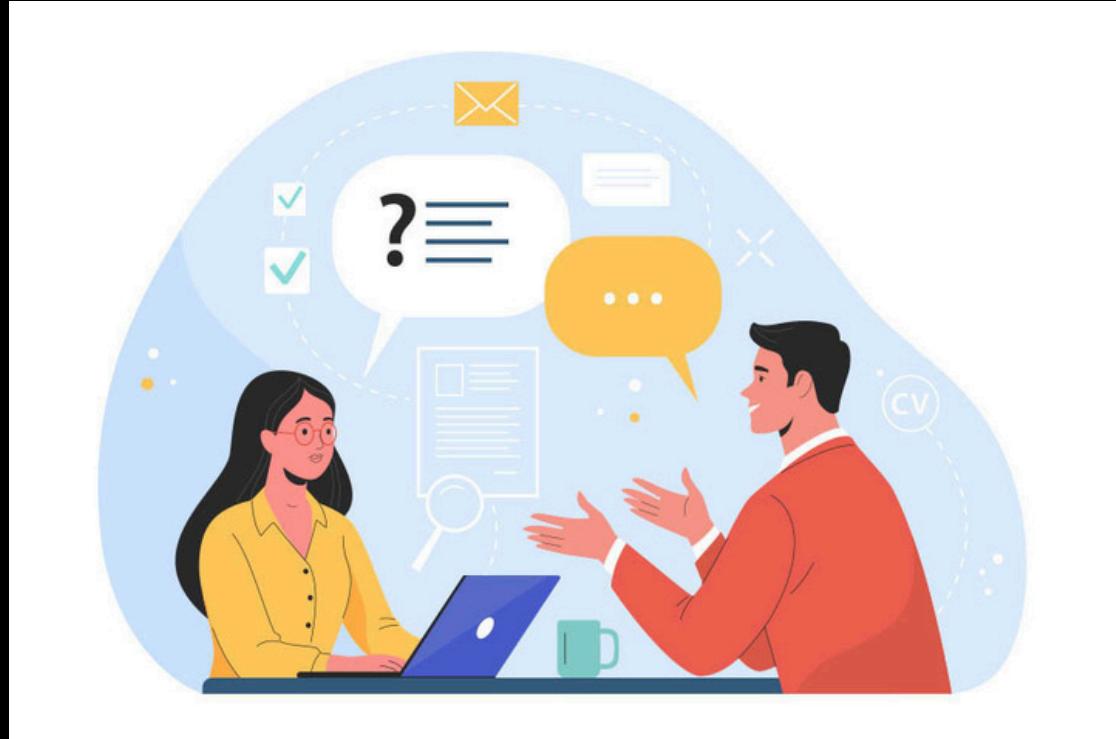


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# Networking Message for Informational Interview

Write a LinkedIn message requesting an informational interview with [person's name], a [position title] at [company], to learn more about their career journey and the company's culture.



# Job-Specific LinkedIn Profile Summary

Revamp my LinkedIn summary to align with positions in [industry/role], highlighting my most relevant achievements, skills, and professional goals to attract recruiters.

Michael Monticino  
Chair, Advanced Data Analytics  
Argyle, Texas

Accomplished higher education pro  
Served in multiple roles as a univers  
advancing research programs, and  
companies and government agency  
problems.

Passionate about improving and ev  
to focus on key activities to meet h  
decision-making, respectful consen

Experience

University of North Texas  
29 yrs

Skills & Endorsements

Higher Education - 81  
Endorsed by Kim Sydow Campbell and 10 others  
who are highly skilled at this

Leadership - 74  
Endorsed by George Walker and 2 others who are  
highly skilled at this

Research - 46  
Endorsed by Steve Cobb and 2 others who are  
highly skilled at this

Chair, Advanced Data Analytics Program  
Jun 2017 – Present - 2 yrs

The program is built upon partnerships with regional businesses with courses structured around real business problems and data. It is designed to be convenient for working professionals by offering online and F2F instruction.

Enrollment has grown quickly, reflecting the rapidly expanding need for trained analytics professionals in nearly every business. In the 18 months since the program launch, we have already exceeded our 3-year enrollment goals. See less

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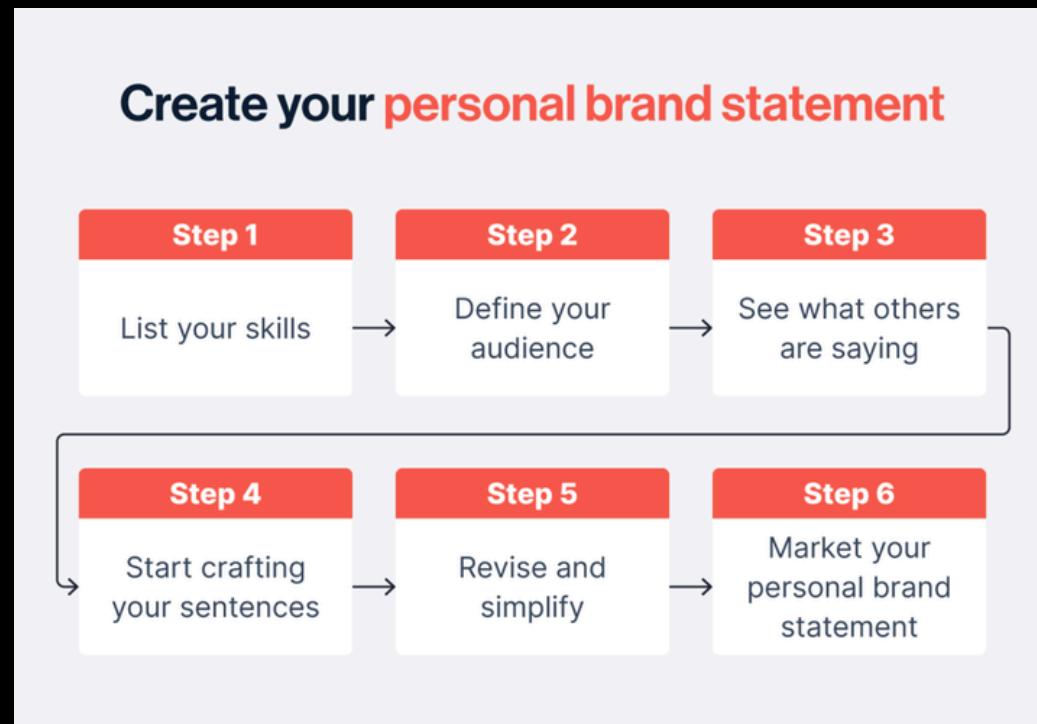
# Referral Request Message

Draft a LinkedIn message to request a referral from a connection who works at [company] for a [specific position], highlighting my interest and relevant experience.



# Creating a Strong Personal Brand Statement

Develop a concise personal brand statement that communicates my value in [specific industry/role], emphasizing key skills and what sets me apart.



# LinkedIn Activity to Attract Recruiters

Suggest LinkedIn post ideas I can share weekly that showcase my knowledge and expertise in [industry/field] to increase profile visibility and attract recruiters.



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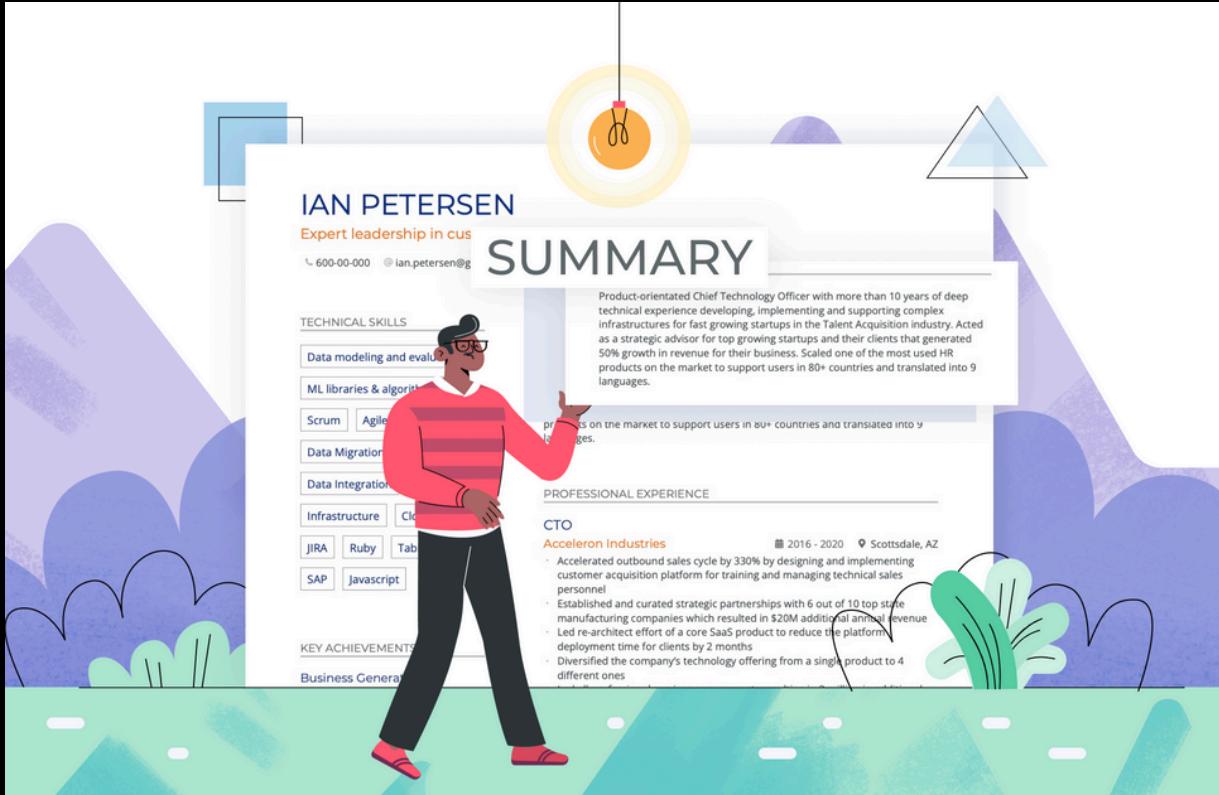
# Cold Email to Hiring Manager

Compose a cold email to introduce myself as a potential candidate for [position] at [company], briefly summarizing my relevant skills and interest in the role.



# Professional Summary for Job Boards

Write a professional summary for my profiles on job boards (e.g., Indeed, Glassdoor) that attracts recruiters in [industry] and highlights my top skills and experience.

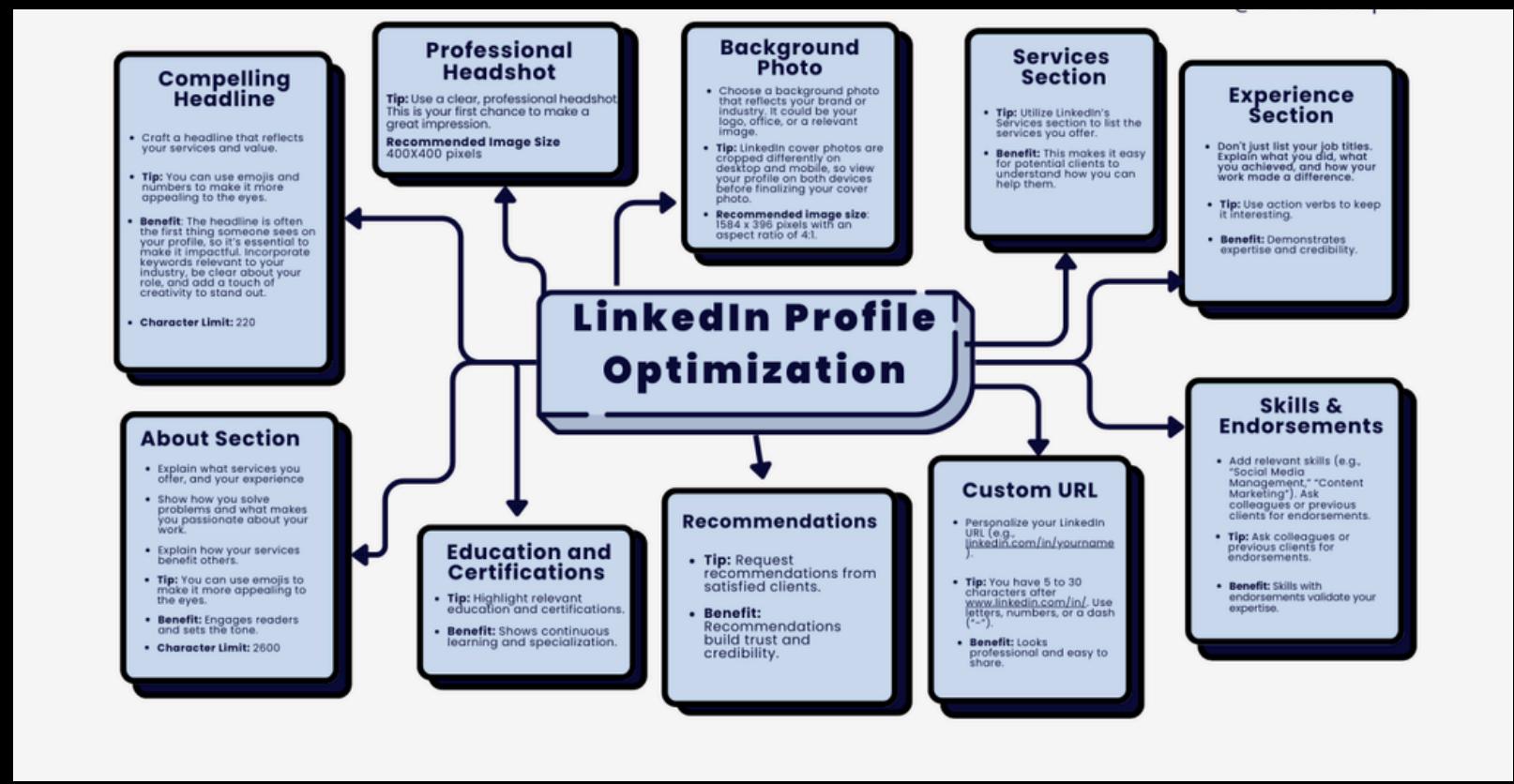


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# Skills Section Optimization on LinkedIn

Suggest keywords and skills to add to my LinkedIn profile's skills section to increase visibility in searches for [industry/role] professionals.



# Relevant Achievements in Cover Letter

Write a short paragraph for my cover letter, detailing a key achievement in [specific area, e.g., sales, project management] that demonstrates my impact and relevance for [position].



# Engaging LinkedIn Post for Job Availability

Create a LinkedIn post announcing my job search, mentioning my skills and desired roles in [industry/field], to engage my network and attract potential recruiters.



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# Preparing for Recruiter Calls

- List key points I should highlight about my experience and skills when speaking with a recruiter about roles in [industry/role].

## Steps for creating an engaging Recruitment Cold Calling Script

1. Introduce yourself.
2. Establish rapport.
3. Use a positioning statement.



# Updating Profile with Project Experience

Write a LinkedIn description of a project I completed in [specific field], highlighting my role, key achievements, and the skills I developed, to make my profile stand out.

Experience

Social Media and Email Marketing Strategy and Implementation

LisaMarie Dias Designs

January 2009 – Present (7 years 11 months)

Helping business owners achieve measurable digital marketing results, including strategy development and implementation, post planning and editorial calendar creation and specializing in e-newsletter start-up with Constant Contact and introductions to Social Media.

Contact us at LMD@LisaMarieDiasDesigns.com to get started and to make the most of your digital marketing efforts!

Add Location ?

• 2 projects ←

▼ 29 recommendations, including:

 **Denise Whiting Jones**  
Partner at J2 Collaborative Design, LLC

 **Allan Berger**  
Business Architect and Strategist  
Helping Clients Grow

Well, if you thought you know all there was to know about leveraging LinkedIn, think again! I recently attended Lisa's... [View↓](#)

Lisa Marie is an expert in helping individuals and organizations maximize their online media presence. She has an intimate... [View↓](#)



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# Showcasing Career Accomplishments

Help me list accomplishments from my past roles in [specific area, e.g., product development, customer service] that would enhance my LinkedIn profile and appeal to recruiters.

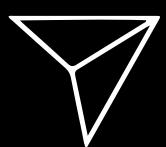


# Want to Learn more about Data Analytics Free?

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Comments section



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