

Technical Career
Branding Coach



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ChatGPT Cheat Sheet To Crack Job Interviews



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Specify Roles, Tones and Format

Helps To Get Better Results

Roles



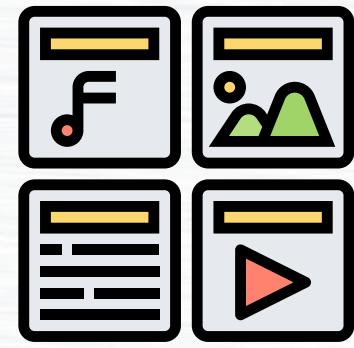
- Coach
- Mentor
- Advisor
- Critic
- Guide
- Instructor
- Analyst
- Partner
- Supporter
- Confidant

Tones



- Encouraging
- Professional
- Informative
- Supportive
- Motivational
- Constructive
- Candid
- Empathetic
- Optimistic
- Realistic

Formats



- Q&A
- Bullet-Points
- Mock-Interview
- Role-Play
- Checklist
- Scenario-Based
- Feedback-Loop
- Action-Plan
- Recap
- Progress-Tracker



Helpful Prompts

1. Analyzing the Job Description

"Help me dissect the job description for [job title] at [company name] to identify the top skills and qualifications that align with my experience in [user's industry or field]."



2. Crafting Your Elevator Pitch

"Assist me in developing a compelling elevator pitch that encapsulates my experience, skills, and why I'm the perfect candidate for a position in [specific field or company], focusing on [user's unique selling point]."



3. Common Interview Questions & Responses

"Guide me on formulating a detailed response to the interview question 'What's your greatest strength?', specifically tailored to my role as a [user's current role] applying for a position in [target industry or company]."



4. Questions to Ask the Interviewer

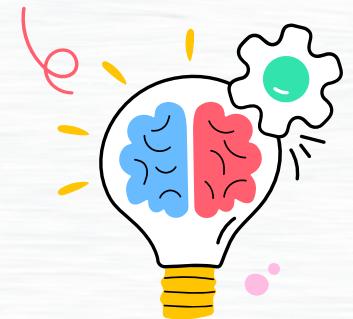
"Could you provide a list of insightful questions I can ask at the end of my interview with [company name] to demonstrate my enthusiasm and in-depth understanding of the role of [job title]?"





5. Showcasing Your Skills and Experience

"I need help highlighting my expertise in [specific skill or area] and how it applies to the challenges faced by [company name] in the role of [job title], using examples from my past work."



6. Body Language and Presentation Tips

"Offer detailed advice on positive body language, attire, and presentation techniques that will help me stand out in my upcoming face-to-face interview with [company name], particularly focusing on the industry norms in [user's industry]."



7. Follow-Up Etiquette

"Draft a respectful and engaging follow-up email for after my interview with [interviewer's name] at [company name], emphasizing my key takeaways from our conversation and my keen interest in the [job title]."



8. Handling Rejection and Requesting Feedback

"Advise on how to constructively request feedback from [interviewer's name] following a rejection for the role of [job title], ensuring the request is professional and expresses gratitude for the opportunity."



9. Researching the Company

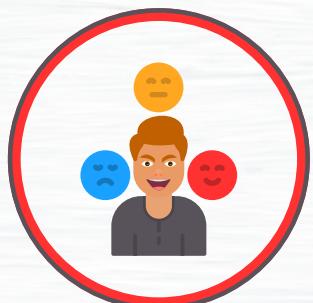
"Help me compile a comprehensive research plan on [company name], focusing on their culture, recent achievements, and challenges in the industry, to prepare for my interview for [job title]."





10. Behavioral Interview Techniques

"Explain how I can effectively use the STAR method to articulate my response to a behavioral question about [a challenging teamwork scenario], ensuring I highlight my contribution and the positive outcome."



11. Discussing Salary Expectations

"Assist me in preparing for the salary negotiation phase of my interview for [job title] at [company name], including how to present my salary expectations based on my [number of years] experience and the average in [user's location or industry]."



12. Virtual Interview Best Practices

"Provide a checklist of best practices for conducting a professional and glitch-free virtual interview with [company name], including technical setup, environment, and how to engage effectively through a screen."



13. Using the STAR Method for Answers

"Help me craft a detailed answer using the STAR method for a situation where I [solved a significant problem or led a successful project], focusing on my actions and the impact on my team or company."



14. Overcoming Interview Anxiety

"Share comprehensive strategies for managing pre-interview anxiety and boosting confidence, particularly for an interview with a high-stakes panel at [company name] for the role of [job title]."





15. Demonstrating Problem-Solving Skills

"Guide me on how to convincingly discuss my problem-solving skills during an interview, especially an example where I overcame [a specific complex issue], highlighting the steps I took and the results achieved."



16. Closing the Interview Strongly

"Suggest a powerful closing statement for my interview with [company name] that reiterates my keen interest in the [job title] role and leaves a lasting impression on [interviewer's name]."



17. Discussing Career Aspirations

"Guide me on how to articulate my long-term career aspirations during the interview for [job title] at [company name], ensuring it aligns with the company's direction and my potential growth within the organization."



18. Handling Difficult Questions

"Provide strategies for tactfully handling difficult or unexpected questions during my interview with [company name], especially concerning [a potentially sensitive topic, like a project failure or a sudden job change]."



19. Personal Branding

"Help me craft a strong personal brand statement that highlights my expertise in [user's field or skill], aligns with my professional values, and positions me as a prime candidate for opportunities at [target companies or industries]."





Other AI Tools

To Speed Up Your Job Search Process



Fetcher.ai

Create resumes and cover letters with AI



Autojob.app

Helps you get 3x more interviews



JobProfile.io

Helps in crafting winning resumes



tealhq.com

Better Resume. Faster Search. More Offers.



talentprise.com

Stand out in the Job Market.



Engage-ai.co

A platform to build LinkedIn relationships



Recless.app

Community-driven platform for job search



Interviewsby.ai

Nail your dream interview with AI



TheJobForMe.com

Provides personalized job recommendations.



sonara.ai

Automate Your Job Search



JobHunt.app

Streamline Your job application



Wonsulting.com

Suite of AI tools for job search



Checklist Table

Covering essential aspects to prepare for cracking a job interview

#	Checklist Item	Completed
1	Update and tailor your resume for the specific job	<input type="checkbox"/>
2	Craft a compelling cover letter personalized for the company	<input type="checkbox"/>
3	Research the company's culture, mission, and recent news	<input type="checkbox"/>
4	Review the job description to align your skills and experiences	<input type="checkbox"/>
5	Prepare responses for common and position-specific interview questions	<input type="checkbox"/>
6	Develop questions to ask the interviewer about the role and company	<input type="checkbox"/>
7	Plan appropriate attire that fits the company culture	<input type="checkbox"/>
8	Ensure all necessary documents and references are in order	<input type="checkbox"/>
9	Practice your elevator pitch summarizing your background and aspirations	<input type="checkbox"/>
10	Conduct mock interviews with a friend or mentor for feedback	<input type="checkbox"/>
11	Plan your travel route and timing to arrive early	<input type="checkbox"/>
12	Prepare a professional bag with resumes, notepad, pen, and other essentials	<input type="checkbox"/>
13	Review your online presence and social media for professionalism	<input type="checkbox"/>
14	Follow up with a thank you note or email after the interview	<input type="checkbox"/>
15	Reflect on the interview experience to identify areas for improvement	<input type="checkbox"/>



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