# **AI Workbook**

# **Why ChatGPT?**

| There are countless AI tools out there in the world, and each is designed to make life a little easier. In our program, we are featuring ChatGPT– an AI language model developed by OpenAI. At present, ChatGPT is among the leading AI Chatbots one can use, but the popularity and functionality of AI tools can change rapidly as new technologies and new models are developed and released.  All of this is to say: we’re going to lean on ChatGPT, and our examples and guidance are geared toward its interface and functionality; nevertheless, as you get more comfortable with AI, you’re welcome to explore other tools to find one that feels like the best fit for you! |
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# **Getting Started**

| * Click [HERE](https://www.loom.com/share/439f95531c114d6c9a44450198a47d12?sid=380af845-22cb-4299-afd2-b5c1c32f8b35) to get an overview of ChatGPT and review Merit America's guidelines for responsible use * Click [HERE](https://www.loom.com/share/8e8391bafcc44e3580ff7d4dddb8e78d?sid=8aefa554-c120-41bb-bb78-2cb2f4188146) to watch an overview of how to use this document   + Not sure how to approach the highlighted text within the prompts? Watch [THIS](https://www.loom.com/share/9379e7189fa84f12a77fefd03c9275cd?sid=640ad24c-f6bf-4fad-bc20-751ba035864d) quick tutorial, and check out a list of resources [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). * Click [HERE](https://chat.openai.com/auth/login) to sign up for ChatGPT and follow the steps to create an account   *Always* ***update and adjust the prompts*** *so that they match your experience and* ***edit out factual inaccuracies or hallucinations*** *from the responses ChatGPT provides*  *The prompts provided below may be just the starting point: feel free to iterate, refine, and keep prompting, as desired.*  *Once you’ve got ChatGPT’s responses, use the Work Spaces provided in this doc to* ***reformat, edit, and polish*** *the results before copying them elsewhere (i.e., on your professional collateral, etc.)* |
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# **Professional Brand**

* Start a “new chat”
* Input the prompts related transferable skills, professional introductions, and LinkedIn into the **same chat**
* Once you’ve run through all of the prompts, rename your “conversation” with ChatGPT. Title it “Professional Brand”

## ***Transferable Skills***

| Attention to Detail:  In my role at Dustbusters, I meticulously inspect and clean various surfaces and spaces, ensuring every nook and cranny is free from dust and dirt. This attention to detail translates directly to cybersecurity, where I would meticulously review code, logs, and system configurations to identify vulnerabilities or anomalies.  Problem-Solving Skills:  As an owner of a cleaning business, I encounter various challenges daily, such as managing schedules, handling client requests, and troubleshooting equipment issues. These problem-solving skills are vital in cybersecurity, where I would be tasked with analyzing complex security incidents, identifying root causes, and implementing effective solutions to mitigate risks.  Customer Service and Communication:  Interacting with clients at Dustbusters has honed my customer service and communication skills. I am adept at explaining services, addressing concerns, and ensuring customer satisfaction. These skills are valuable in cybersecurity roles, where I would collaborate with team members, communicate security measures to stakeholders, and educate end users about cybersecurity best practices. |
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### **ChatGPT Prompts**

#### Prompt: Transferable Skills Focus

#### Prompt: Applicability Focus

| I work as a owner/cleaner at Dustbusters of Nodak. In the past, I have also worked as a quality inspector at Petty machine, and as a quality technician at Plexus.  Which of my current job responsibilities and tasks are transferable to my desired new career in Cybersecurity, ?  For each job responsibility or task, generate an example of how I could convey my experiences so that they credibly correlate to the responsibilities I would take on in my new role. Write the examples in first person.As the owner/cleaner at Dustbusters of Nodak, I may not initially see a direct correlation between my current role and a career in cybersecurity. However, there are several transferable skills and experiences that I can highlight:  1. \*\*Attention to Detail\*\*: In my current role, I meticulously inspect and clean various surfaces, ensuring that no dirt or dust is left behind. This attention to detail can be applied in cybersecurity when analyzing code or network traffic for anomalies or security breaches.  2. \*\*Problem-Solving\*\*: As an owner, I often encounter unexpected challenges, such as scheduling conflicts or equipment malfunctions. I have developed strong problem-solving skills to address these issues promptly and effectively. This skill translates well to cybersecurity, where I would need to troubleshoot and resolve complex security issues.  3. \*\*Time Management\*\*: Balancing cleaning schedules, client meetings, and administrative tasks requires effective time management. In cybersecurity, I would need to prioritize tasks, manage deadlines, and allocate resources efficiently to protect against potential cyber threats.  4. \*\*Communication Skills\*\*: As a business owner, I frequently communicate with clients to understand their needs and address any concerns they may have. This experience has honed my communication skills, which are crucial in cybersecurity for effectively conveying technical information to non-technical stakeholders and collaborating with team members.  5. \*\*Adaptability\*\*: Running a small business often means wearing multiple hats and adapting to changing circumstances. This adaptability is invaluable in cybersecurity, where threats and technologies are constantly evolving, requiring me to stay updated and flexible in my approach to security measures.  6. \*\*Understanding of Risk Management\*\*: In my role as a business owner, I am responsible for mitigating various risks, such as financial losses or damage to reputation. This understanding of risk management principles can be applied to cybersecurity, where I would assess and prioritize potential risks to develop effective security strategies.  7. \*\*Ethical Standards\*\*: As a professional cleaner, I handle sensitive information and access clients' homes or offices. Maintaining strict ethical standards and respecting privacy is essential in my current role and would also be paramount in cybersecurity, where I would be entrusted with protecting confidential data and upholding ethical standards in my work.  By highlighting these transferable skills and experiences, I can demonstrate to potential employers my suitability for a career transition into cybersecurity, despite coming from a seemingly unrelated background.  Your past experience in quality control roles, such as a quality inspector at Petty Machine and a quality technician at Plexus, offers valuable skills and knowledge that are highly relevant to cybersecurity roles. Here's how you can convey the relevance of your experience:  1. \*\*Attention to Detail\*\*: In your quality control roles, you were responsible for meticulously inspecting products and processes to ensure they met specific standards and specifications. This attention to detail is crucial in cybersecurity for identifying vulnerabilities, anomalies, and potential security threats within systems, networks, and code.  2. \*\*Analytical Skills\*\*: As a quality inspector and technician, you likely developed strong analytical skills for identifying root causes of issues and implementing corrective actions. In cybersecurity, analyzing complex data sets, identifying patterns, and understanding the tactics of cyber attackers require similar analytical abilities.  3. \*\*Process Improvement\*\*: In quality control, you were involved in continuously improving processes to enhance efficiency and quality. Similarly, in cybersecurity, you'll be tasked with identifying weaknesses in security processes and implementing improvements to mitigate risks and enhance overall security posture.  4. \*\*Understanding of Standards and Compliance\*\*: Your experience in quality control likely involved adherence to industry standards and regulatory requirements. This familiarity with standards and compliance regulations is valuable in cybersecurity, where organizations must comply with various regulations such as GDPR, HIPAA, or industry-specific standards like PCI-DSS.  5. \*\*Risk Assessment\*\*: Quality control often involves assessing risks to product quality and reliability. Similarly, in cybersecurity, you'll need to assess risks to information security, including potential threats, vulnerabilities, and their impact on business operations.  6. \*\*Documentation and Reporting\*\*: Your experience in quality control likely involved documenting inspection results, non-conformities, and corrective actions taken. This skill is transferable to cybersecurity, where thorough documentation and clear reporting of security incidents, breaches, and remediation efforts are essential for compliance and risk management.  7. \*\*Attention to Standards and Protocols\*\*: Quality control roles often require adherence to specific standards, protocols, and procedures. Similarly, in cybersecurity, following industry best practices, security protocols, and established procedures is critical for maintaining a secure environment and protecting against cyber threats.  By highlighting these transferable skills and experiences from your quality control roles, you can effectively demonstrate to potential employers your suitability for a career transition into cybersecurity and your ability to contribute effectively to security initiatives. |
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#### Prompt: Unique Contributions Focus

| I work as a owner at Dustbusters of Nodak and am seeking to make a career transition and obtain an entry-level cybersecurity analyst position. My work, as a Quality Technician at Petty Machine and Tool, and as Quality Technician at Jackson Precision Industries.  What unique contributions can I make in the field of Cybersecurity, based on my existing skills and experience?  For each unique contribution, provide an example of how I make a credible, compelling case for why my experience makes me distinctly qualified to make an impact. Write the examples in first person.  Based on your existing skills and experience, you can make several unique contributions to the field of cybersecurity:  1. \*\*Comprehensive Risk Assessment\*\*: With a background in quality control, I possess a keen eye for identifying potential risks and vulnerabilities across various processes and systems. My experience in meticulously analyzing products and processes enables me to conduct thorough risk assessments in cybersecurity, identifying potential weaknesses in security protocols, systems, and networks. For example, at Petty Machine, I implemented robust quality control measures that significantly reduced defects in manufacturing processes, demonstrating my ability to proactively identify and mitigate risks.  2. \*\*Process Optimization for Security\*\*: Drawing from my experience in optimizing processes for quality control, I can apply similar principles to enhance security measures within organizations. By streamlining security protocols, implementing efficient workflows, and automating repetitive tasks, I can contribute to improving overall cybersecurity posture while minimizing operational overhead. For instance, at Plexus, I led initiatives to streamline quality control procedures, resulting in increased efficiency and reduced costs. This experience demonstrates my capability to optimize processes for improved security outcomes.  3. \*\*Cross-functional Collaboration\*\*: As someone who has worked in quality control roles across different industries, I understand the importance of cross-functional collaboration in achieving organizational goals. I can effectively bridge communication gaps between technical and non-technical stakeholders, facilitating collaboration between IT, operations, and management teams to implement holistic cybersecurity strategies. For example, at Dustbusters of Nodak, I successfully coordinated with clients, suppliers, and team members to ensure seamless service delivery. This experience highlights my ability to foster collaboration and drive alignment towards common security objectives.  4. \*\*Attention to Detail in Incident Response\*\*: My background in quality control has honed my attention to detail, which is invaluable in incident response scenarios in cybersecurity. Whether investigating security breaches, analyzing forensic data, or documenting incident reports, I can meticulously examine evidence and identify crucial insights to inform effective response strategies. For instance, at Plexus, I played a key role in conducting root cause analyses for quality issues, leveraging my attention to detail to identify underlying issues and implement corrective actions. This experience showcases my capability to excel in high-pressure situations and deliver meticulous, thorough incident response.  5. \*\*Ethical Standards and Compliance Adherence\*\*: Coming from roles where adherence to standards and ethical guidelines is paramount, I bring a strong commitment to ethical conduct and regulatory compliance in cybersecurity. I understand the importance of upholding industry standards, regulatory requirements, and ethical principles to safeguard sensitive information and maintain trust with stakeholders. For example, at Dustbusters of Nodak, I ensured compliance with safety regulations and ethical standards in all aspects of operations, demonstrating my commitment to maintaining integrity and compliance in cybersecurity practices.  By leveraging these unique contributions based on your existing skills and experience, you can credibly position yourself as a valuable asset in the field of cybersecurity, capable of making meaningful impacts in enhancing security measures and protecting against cyber threats. |
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### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Your Transferable Skills

## ***Professional Introduction***

| Aers,   * Adaptability and Learning Agility:   + As a small business owner, I've developed a high level of adaptability and learning agility to navigate changing business environments and stay updated on industry trends.   + This adaptability is crucial in cybersecurity, where the threat landscape is constantly evolving, requiring professionals to stay abreast of new technologies, emerging threats, and best practices to effectively protect systems and data.   By highlighting these transferable skills and experiences, I can demonstrate to potential employers my readiness and capability to transition into a cybersecurity role successfully. |
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### **ChatGPT Prompts**

#### Prompt 1: “Tell Me About Yourself”

| Use this information to help me write 3 distinct, compelling answers to the "tell me about yourself" interview question.  Begin by mentioning that I am working to obtain the Google Cybersecurity Professional Certificate] and mention 2-3 of the technical competencies I am developing through my training.  Then use short anecdotes to highlight three of my top transferable skills. Explain how I have applied those skills and past roles and briefly demonstrate their applicability to my desired role as a help desk professional.  Cap off my answer with a strong closing statement that reiterates the skill I bring to the table.  Throughout the response, ensure the tone is enthusiastic, professional, and confident. Ensure the answer is something I could say in 1-2 minutes. |
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#### Prompt 2: Optimized Professional Introduction

| Combine the very best of these three examples into one comprehensive answer. |
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* Note: If you’d like to **tailor your professional introduction** to a specific job posting, you can learn how to do so [HERE](#kix.79pgxtkb3ns).

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Your Professional Introduction

| * *"I am currently working towards obtaining the Google Cybersecurity Professional Certificate to solidify my knowledge and skills in cybersecurity. Through this training, I am honing my technical competencies in areas such as network security, cryptography, and incident response. My background includes diverse experiences, from owning and managing a cleaning business where attention to detail and problem-solving were paramount, to working as a quality inspector and technician where I developed strong analytical skills and a keen eye for compliance. These experiences have prepared me to transition seamlessly into a cybersecurity role, where I can leverage my unique blend of technical acumen and hands-on problem-solving abilities to contribute effectively to safeguarding digital assets and mitigating security risks."* * *"As I pursue the Google Cybersecurity Professional Certificate, I am delving into various technical competencies including threat detection, penetration testing, and security operations. My journey in cybersecurity is driven by a foundation built on attention to detail, problem-solving prowess, and a commitment to excellence. From my experiences as a quality inspector and technician, I have developed a keen sense of compliance, documentation, and continuous learning—skills that are invaluable in ensuring robust cybersecurity protocols and adherence to regulatory standards. I am excited about the opportunity to apply my evolving technical skills and transferable expertise to protect and defend against cyber threats effectively."* * *"I am currently immersed in the Google Cybersecurity Professional Certificate program, enhancing my technical competencies in areas such as ethical hacking, risk assessment, and security analytics. My professional journey has been dynamic, from owning and managing a cleaning business where I cultivated meticulous attention to detail, to working in quality assurance roles where I gained expertise in compliance, documentation, and process optimization. These experiences have equipped me with a unique blend of skills—ranging from problem-solving and analytical thinking to teamwork and effective communication—that are highly relevant in the cybersecurity landscape. With a passion for continuous learning and a commitment to excellence, I am eager to leverage my evolving technical skills and diverse background to contribute meaningfully to cybersecurity initiatives and safeguard digital environments."*   *Into one cohesive statement.*  *"I am currently enrolled in the Google Cybersecurity Professional Certificate program, where I am actively enhancing my technical competencies in various areas such as network security, cryptography, threat detection, ethical hacking, and incident response. This journey is a culmination of my diverse professional background, which includes owning and managing a successful cleaning business, as well as working in quality assurance roles as a quality inspector and technician.*  *From my experience as a business owner, I have honed essential skills such as attention to detail, problem-solving, and a commitment to excellence. These qualities have been further strengthened through my roles in quality assurance, where I developed a keen eye for compliance, documentation, and process optimization. My ability to meticulously inspect processes and products, identify potential risks, and implement corrective actions has prepared me well for the complexities of cybersecurity.*  *As I progress through the certification program, I am not only gaining technical expertise but also leveraging my transferable skills in analytical thinking, teamwork, and effective communication. I understand the importance of continuous learning and staying updated with the latest trends and threats in the cybersecurity landscape.*  *With this unique blend of technical acumen and hands-on problem-solving abilities, coupled with my commitment to excellence and compliance, I am confident in my ability to make meaningful contributions to cybersecurity initiatives. I am eager to apply my evolving skills and diverse background to safeguard digital assets, mitigate security risks, and defend against cyber threats effectively."* |
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## ***LinkedIn***

| Add these prompts in the **same “chat”** you used to generate your transferable skills and professional introduction.   * Note: you can access standalone LinkedIn-specific prompts [HERE](https://docs.google.com/document/d/11c_IL4zcP98yoBrmk5U_0JqrRUyPK7hEAMaE7BdvNnA/copy).   Use the following prompts (“About” & Headline) back to back. Don’t start a new chat in between!  Tip: Use paragraph/line breaks (as you see in the prompts below). To do so, hold down “Shift” as you press the return key. Watch a quick tutorial [HERE](https://youtu.be/_3H65lqC0Tc),if needed.  Click [HERE](https://chat.openai.com/share/1c4b2b3d-f249-4382-b181-3bc377c8e171) to see a sample of how these prompts work together and the results they could produce.   * Note: this example demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
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### **ChatGPT Prompts**

#### Prompt: LinkedIn “About” Section

| Use this information to help me write the "About" Section for my LinkedIn Profile that is 3 paragraphs in length. Begin by mentioning my google cybersecurity certificate, my passion for the field of security analyst, and name a few of the technical competencies I am mastering as a part of my training. Do not provide a salutation/greeting or mention my name. |
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#### Prompt: LinkedIn Headline

| Based on this summary, produce four distinct LinkedIn headlines. Each headline should include at least four entries. Make sure you mention the Google cybersecurity certificate. Use parallel grammatical structure for each entry. |
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### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Your LinkedIn “About”

| * *Currently pursuing the Google Cybersecurity Professional Certificate, I am deeply passionate about the field of security analysis and the vital role it plays in safeguarding digital ecosystems. My technical journey encompasses a range of competencies including network security, cryptography, incident response, threat detection, penetration testing, and security operations. Through hands-on training and immersive learning experiences, I am mastering the art of ethical hacking, risk assessment, and security analytics, laying a solid foundation for a career dedicated to fortifying cyber defenses and mitigating threats proactively.* * *With a background that spans owning and managing a successful cleaning business to working in quality assurance roles, I bring a unique blend of skills to the cybersecurity landscape. My tenure as a quality inspector and technician honed my attention to detail, problem-solving prowess, and ability to navigate compliance standards seamlessly. I excel in documenting processes, identifying areas for improvement, and implementing effective solutions—a skill set that seamlessly translates into the realm of cybersecurity where meticulousness and adherence to protocols are paramount.* * *Driven by a commitment to continuous learning and a thirst for knowledge, I am excited about the prospect of leveraging my evolving technical skills and diverse background to contribute meaningfully to cybersecurity initiatives. I thrive in dynamic environments that challenge me to think critically, adapt swiftly, and collaborate effectively with cross-functional teams to address complex security challenges and ensure the resilience of digital infrastructures.* |
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#### Add, Edit, and Authenticate ChatGPT Responses Re: Your LinkedIn Headline

| * *1. Cybersecurity Enthusiast | Google Cybersecurity Certificate Recipient | Mastering Network Security, Cryptography, Threat Detection, and Ethical Hacking* * *2. Aspiring Security Analyst | Pursuing Google Cybersecurity Certificate | Developing Expertise in Network Security, Cryptography, Threat Detection, and Ethical Hacking* * *3. Future Cybersecurity Professional | Google Cybersecurity Certificate Candidate | Enhancing Skills in Network Security, Cryptography, Threat Detection, and Ethical Hacking* * *4. Dedicated Learner in Cybersecurity | Working Towards Google Cybersecurity Certificate | Proficient in Network Security, Cryptography, Threat Detection, and Ethical Hacking* |
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# **Networking Messages**

* Start a **“new chat”** before supplying these prompts. Ensure that you have identified key information about your contacts before you begin.
* Select the prompts that are most relevant to your situation: [LinkedIn connection requests](#imkpjphmk9po); [messaging existing contacts](#vh4dsppo8iqv); [asking for an introduction](#odgbw5p0a5as); [cold messaging industry professionals](#qhyiwitfgdn3); [cold messaging recruiters](#e154j4sdhb98). 
* **You may use these prompts to satisfy networking-related assignments, and you are encouraged to return to them to fulfill any future networking needs!**
* Click [HERE](https://chat.openai.com/share/39c9f908-d960-4042-8ea2-f0f2f29a9f7d) to see a sample of how the **connection request** prompts work together and the results they could produce.
* Click [HERE](https://chat.openai.com/share/a729ec9f-3c10-4e2e-b122-d623ad62f37f) to see a sample of how the **asking for an invitation prompts** work together and the results they could produce.
* Click [HERE](https://chat.openai.com/share/cb13ff0f-6ea1-4e7c-819a-855a76594a2f) to see a sample of how the various **messaging prompts** work together and the results they could produce.
  + Note: these examples demonstrate how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy).

## ***LinkedIn Connection Requests***

| Any time you send a connection request via LinkedIn, you should try to include a brief, friendly message to your recipient. To add this message, you’ll click “add a note” after hitting the “connect” button. LinkedIn limits you to 5 of these per month – be sure to use all 5!  LinkedIn only gives you 200 characters to work with, so these prompts can help provide inspiration for what to say.  Use your judgment to determine the appropriateness of AI-generated messages. Do they sound like you and suit your needs? If not, edit and adapt them! |
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### **ChatGPT Prompts**

#### Prompt 1: Templates for Connection Requests

| Provide me with templated messages I can use to send LinkedIn connection requests. The tone should be polite and friendly. The requests should be no more than 200 characters in length. |
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#### Prompt 2: Revise Template for Specific Contact(s)

| Use the most applicable one of these templates to write a connection request to [a person you’d like to connect with, e.g., your Merit America Career Coach]. Do not exceed 200 characters. |
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* There are plenty of folks you might pursue connections with! For example: a learning peer at Merit America; a former coworker; someone with whom you would like to network; etc.
* In fact, you may even decide to adjust the prompts based on your recipient. See below.

#### [Optional] Prompt 3: Revise Request to Specific Contact(s) Based on Certain Criteria

| Now use the most applicable template to write a connection request to someone who is a Merit America Alum, working in my desired career field of [career field, e.g., IT Support]. Note that I would like to learn from their experience. Do not exceed 200 characters. |
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### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Connection Requests

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
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## ***Messaging an Existing Contact***

| Use these prompts if you’d like to reach out to someone with whom you already have an existing relationship.  Select the relevant prompts to satisfy your networking needs.   * Determine whether you want to extend a concrete invitation (i.e., ask to meet up or talk soon) or whether you are seeking to just get a conversation going with a “soft nudge” * Decide how best to reach your contact: email or LinkedIn?   As always, try to preserve the line breaks you see in these prompts. To do so, hold down “Shift” while you press the return key. |
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### **ChatGPT Prompts**

#### Prompt: Concrete Invitation/Ask to Existing Contact (Email)

| Craft a networking email I can send to an existing professional contact. In the message, include a concrete invitation to connect via phone over the next two weeks.   My contact's name is [...], and [statement that describes your relationship to the recipient; e.g. she was my supervisor at [Company Name]].  In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing the [certificate name, e.g., Google IT Support Professional Certificate].  Within the message, ask questions so that I can get [his/her/their] advice on [something you’d like help on; e.g., how to showcase my top transferable skills to prospective employers]. Additionally, pose a question to ask [something you’re wondering, e.g., if [he/she/they] has any contacts within the [career name] field and if [he/she/they] would be willing to make an introduction].  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
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#### Prompt: Concrete Invitation/Ask to Existing Contact (LinkedIn)

* Use the prompt for a concrete invitation email (above) first. Then use this:

| Rewrite this message so that I can send it as a LinkedIn message rather than an email. Limit the text to 100-150 words. Keep the tone appreciative and friendly. Be sure to ask politely for [his/her/their] help and show deference to [his/her/their] schedule. |
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#### Prompt: “Soft Nudge” to Existing Contact (Email)

| Craft a networking email I can send to an existing professional contact. The goal of the message is to maintain our existing professional relationship.  My contact's name is [...]. [Describe the nature of your connection; e.g., we worked together at [Company Name]]. Mention that I'd love to hear what [he/she/they] have been up to and that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate]. The tone of the message should be friendly and genuine and should not include any "asks" of the recipient. |
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#### Prompt: “Soft Nudge” to Existing Contact (LinkedIn)

* Use the prompt for a “soft nudge” email (above) first. Then use this:

| Rewrite this message so that I can send it as a LinkedIn message rather than an email. Limit the text to 100-150 words. |
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### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Messages to Existing Contact(s)

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
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## ***Asking an Existing Contact for an Introduction***

| These prompts take a slightly different spin on the messages to an existing contact; for these messages, the goal is to ask one of your existing LinkedIn connections to introduce you to someone within their professional network.  Ideally, the person you ask to make an introduction is someone with whom you **share a relationship**; you shouldn’t send these types of messages to someone who can’t vouch for you as a professional or person.  Note: You’ll have to modify the responses you receive, tailoring them to what you know about your first degree connection. |
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### **ChatGPT Prompts**

#### Prompt 1: Politely Ask for Introduction

| Act as a professional job searching coach. Help me write a LinkedIn message to an existing contact that asks if they would be willing to make an introduction between me and someone in their professional network.  In the message, please follow these rules:  Start by expressing gratitude and appreciation. Make a suggestion, but leave a space for me to fill in key details.  Then explain my reason for reaching out: I am hoping that they are willing to make an introduction between me and one of their "first degree" connections, whose name is [Name].  Then provide a place for me to share a little context. Explain that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate] and that I am exploring a career change. Specifically, I'd like to learn more about [what you’d like to learn from the new connection; i.e what it’s like to work at Company Name (where the connection works)].  End the message by stating that I would be happy to share more context or provide my recipient with any necessary information to assist them in making the introduction.  Throughout the message, be polite and don't be pushy. Express that the recipient should only do this if they feel comfortable. |
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#### Prompt 2: Condense the Message

| Condense this message so that it retains all of the content but is no more than 200 words. |
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* Note: the 200 work limit is sort of arbitrary, since you won’t face as strict character limits when messaging an existing contact – but the goal is to make the message a quicker read! As always, you should update/revise your messages to match your experience, tone, and style before sending!

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Asking for an Introduction

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
| --- |

## ***Cold Outreach to Industry Professional***

| Use these prompts if you’d like to reach out to someone you do not yet know personally.  Decide how best to reach your contact: email or LinkedIn?  As always, try to preserve the line breaks you see in these prompts. To do so, hold down “Shift” while you press the return key. |
| --- |

### **ChatGPT Prompts**

#### Prompt: Concrete Invitation/Ask to Industry Professional (Email)

| Craft a networking email I can send to an as a cold outreach to a professional working in the [career field, e.g., IT Support] field. In the message, include a concrete invitation to connect via phone over the next two weeks.  My contact's name is [...], and [he/she/they] works as a [role name] for a company called [Company Name]. In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate]. Briefly discuss the technical competencies I am gaining through my training. Then touch on the key transferable skills I have gained from my work experience as a [job title, job title, job title]. Include the skills that would most credibly demonstrate how I will be an asset to [his/her/their] company's [career name, e.g. IT Support] team.  Within the message, ask questions so that I can learn more about [his/her/their] work, including what their daily responsibilities entail. Also inquire to learn more about what an entry-level [job title/career field, e.g., IT Support Technician or IT] role at their organization might entail. Ask to see if they have any tips about breaking into the company or catching the attention of a hiring manager.  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
| --- |

#### Prompt: Concrete Invitation/Ask to Industry Professional (LinkedIn)

Use the prompt for a concrete invitation email (above) first. Then use this:

| Rewrite this message so that I could send it as a cold LinkedIn message rather than an email. Limit the text to 200 characters. Keep the tone appreciative and friendly. Be sure to ask politely for [his/her/their] help and show deference to [his/her/their] schedule. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Cold Outreach to Industry Pro

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
| --- |

## ***Cold Outreach Email to Recruiter***

| Use these prompts if you’d like to reach out to a recruiter.  Decide how best to reach your contact: email or LinkedIn?  As always, try to preserve the line breaks you see in these prompts. To do so, hold down “Shift” while you press the return key.  [Optional] Want to know more about Interacting with recruiters? Click [HERE](https://www.loom.com/share/035ddbac8bbb4ba685251feeaefcb643?sid=ba850b90-e08b-44ea-a55b-df6bb4f59e7c) to review a video. |
| --- |

### **ChatGPT Prompts**

#### Prompt: Concrete Invitation/Ask to Recruiter (Email)

| Craft a networking email I can send to an as a cold outreach to a [career field, e.g., IT] recruiter. In the message, include a concrete invitation to connect via phone over the next two weeks.  My contact's name is [...], and [he/she/they] works for the recruiting firm [Company Name]. In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate]. Briefly discuss the technical competencies I am gaining through my training. Then include quick anecdotes that highlight the top transferable skills I have gained from my experience working as a [job title, job title, job title].  Within the message, ask questions if [Name] is aware of any entry-level positions that align with my qualifications. Also inquire for advice about [something you’re seeking to learn, e.g. how to position myself as a career changer]. Offer to provide a resume and cover letter.  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
| --- |

#### Concrete Invitation/Ask to Recruiter (LinkedIn)

Use the prompt for a concrete invitation email (above) first. Then use this:

| Rewrite this message so that I could send it as a cold LinkedIn message rather than an email. Limit the text to 200 characters. Be sure to ask politely for [his/her/their] help and show deference to [his/her/their] schedule. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Cold Outreach to Recruiter

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * ***Note: if you’re reaching out to an internal recruiter and applied for a position within their company, but sure to add in that detail! Link the URL to the role you applied to, too!*** * *Send your message!* |
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# **Resume**

* Start a **“new chat”** before using these prompts.
* Follow the prompt sequence outlined below.
  + Begin with the bullet point prompts most relevant to your needs: create [bullets from scratch](#kix.ra6pzs6qfi0z) OR [revise existing bullets](#kix.o27hmkwacpd1)
  + Use the bullets to provide context for the summary prompts most relevant to your needs
  + Finally, use the all of the information in this ChatGPT “conversation” to make suggestions about your skills section
* Ensure that you have your Merit America resume template handy so that you can update it after you edit ChatGPT’s responses.

## ***Bullet Points***

| Use each of the 3 bullet point-related prompts in the series. Note: you may have to deploy Prompt 2 multiple times to capture all of your past work experience.  Click [HERE](https://chat.openai.com/share/185af49c-8984-4f5d-92ca-405d732f5068) to see a sample of how the “Bullets from Scratch” prompts work together and the results they could produce.  Click [HERE](https://chat.openai.com/share/3ccb477b-f2f1-43fe-952e-0c1e5b39b5d8) to see a sample of how the “Revising Existing Bullets” prompts work together and the results they could produce.   * Note: these examples demonstrate how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy).   Special circumstances:   * If you are not currently employed, use your most recent job title. * If you are new to the workforce, have no work experience, or have been out of the workforce for a while, update the content to accurately reflect your situation   + Example: “I am unemployed and recently finished high school”   + Example: “I have been a Chief Home Officer/stay at home parent/caretaker” |
| --- |

### **ChatGPT Prompts: Bullet Points from Scratch**

#### Prompt 1: Create First Set of Bullet Poi

| Follow these same steps to transform another series of bullet points related to my former job as a quality Technician at Jackson Precision Industries. These bullets include: Problem-solving skills, Customer Service and Communication, Attention to detail and Ethical Standards |
| --- |

* Repeat this prompt for each of your past work experiences

#### Prompt 3: Prioritize List

| For each of the3 roles I have mentioned, identify the top four bullet points from each list that would appeal to a Cybersecurity hiring manager.  **From your role as a owner/cleaner at Dustbusters of Nodak:**   * Problem-solving skills developed in managing operational challenges. * Emphasis on customer service and effective communication with clients. * Meticulous attention to detail in ensuring high-quality results. * Upholding ethical standards in handling sensitive client information.   **From your role as a Quality Technician at Petty Machine and Tool:**   * Streamlined inspection protocol, reducing error rates by 15%. * Led team in troubleshooting and rectifying production line issues. * Collaborated with IT teams to implement software upgrades. * Implemented data backup procedures to reduce data loss risk.   **From your role as a Quality Technician at Jackson Precision Industries:**   * Led team in identifying and resolving a production bottleneck. * Implemented rigorous inspection procedures, reducing defects by 15%. * Maintained data confidentiality and ensured compliance with regulations. * Upheld strict ethical standards in handling sensitive information.   These bullet points showcase your problem-solving abilities, effective communication, attention to detail, collaboration with teams (especially IT), experience in implementing procedures to reduce risks, maintaining data security and confidentiality, ensuring regulatory compliance, and upholding ethical standards—all of which are highly desirable for a Cybersecurity hiring manager. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Resume Bullets

| * *Problem-Solving Skills:* * *As a small business owner, I encountered and resolved a wide range of operational challenges. For example, I implemented a new scheduling system that optimized cleaning routes, reducing travel time and improving efficiency by 20%. These problem-solving abilities are directly applicable to cybersecurity, where identifying and resolving complex issues are key aspects of the job.* * *Customer Service and Communication:* * *In my role at Dustbusters of Nodak, I prioritized exceptional customer service and effective communication with clients. This included promptly addressing their concerns and ensuring satisfaction with our services. This customer-centric approach translates seamlessly into cybersecurity, where building trust with stakeholders and communicating security measures effectively are crucial for maintaining a secure environment.* * *Attention to Detail:* * *Running a cleaning business requires meticulous attention to detail to ensure high-quality results. For instance, I implemented rigorous quality checks to guarantee consistent cleaning standards across all client locations. This attention to detail is invaluable in cybersecurity, where thoroughness in analyzing systems for vulnerabilities and compliance with security protocols is paramount.* * *Ethical Standards:* * *Throughout my tenure at Dustbusters of Nodak, I upheld the highest ethical standards in all aspects of business operations. This included handling sensitive client information with confidentiality and ensuring compliance with industry regulations. These ethical standards directly align with the ethical responsibilities inherent in cybersecurity, where integrity, honesty, and respect for privacy are foundational principles.*   *rom your role as a Quality Technician at Petty Machine and Tool:*  *Streamlined inspection protocol, reducing error rates by 15%.*  *Led team in troubleshooting and rectifying production line issues.*  *Collaborated with IT teams to implement software upgrades.*  *Implemented data backup procedures to reduce data loss risk.*  *From your role as a Quality Technician at Jackson Precision Industries:*  *Led team in identifying and resolving a production bottleneck.*  *Implemented rigorous inspection procedures, reducing defects by 15%.*  *Maintained data confidentiality and ensured compliance with regulations.*  *Upheld strict ethical standards in handling sensitive information.*  *These bullet points highlight your skills in problem-solving, team leadership, collaboration with IT teams, implementing procedures to mitigate risks, maintaining data confidentiality, ensuring compliance with regulations, and upholding ethical standards—all of which are highly relevant and attractive to a Cybersecurity hiring manager*  *In summary, my experience as a owner/cleaner at Dustbusters of Nodak equips me with problem-solving skills, a customer-centric approach, attention to detail, and a strong foundation in ethical standards—all of which are essential qualities for success in an entry-level cybersecurity analyst position.*   * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Before copy and pasting your new bullet points into your resume, change the font to* ***Calibri size 10*** |
| --- |

## ***Summary***

| After you have used ChatGPT to create a prioritized list of resume bullets, use the **same “chat”** to create your Summary   * If the bullets it generated accurately reflect your experiences, use [THIS](#kix.r01u02yoal6r) prompt. * If the bullet points ChatGPT generated have wild hallucinations and are not reflective of your experiences, DO NOT use them to inform your summary.   + Instead, **revise your bullet points so that they truly reflect your experiences** and then feed the revised bullets into [THIS](#kix.tlsx8r1bdbud) Summary prompt.   Click [HERE](https://chat.openai.com/share/52c199d2-7dde-4998-9b49-320325890ae0) to see a sample of how this prompt works and the results it could produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt: Good to Go

| Based on these bullet points, help me craft a compelling resume summary section of no more than 4 lines of text. Use only phrases and do not include pronouns ("I," "me," "my," "we," etc).  Cybersecurity Analyst with 21 years experience in Quality Inspection and currently completing Google Cybersecurity Professional certificate. Experienced Quality Technician with strong problem-solving, communication, and attention to detail. Proven track record in customer service and upholding ethical standards. Transferring skills to cybersecurity for impactful contributions in risk assessment and incident response.  You can use this summary section template as an example:  [copy and paste resume summary section from your track’s resume template: [IT Support](https://docs.google.com/document/d/1d8ZLIndZYlJhAOCXdCtM8n6lFGMDzNO3DTbGu-Z-c_E/edit?usp=drive_link), [UX Design](https://docs.google.com/document/d/1fjNYJvifcjFgYyQiupsXvCADsfmXGG4ifgRBnrC5BHo/edit?usp=drive_link), [Data Analytics](https://docs.google.com/document/d/193sNlaQlZFL47VIgfb4SM_FHjJFbW-iuhoS9ESvXsCs/edit?usp=drive_link), [Cybersecurity](https://docs.google.com/document/d/1nT8sSCqV0nanCSUPXG87ES4zIJ-qpukvgn2HFcRdssY/edit?usp=sharing), [Project Management](https://docs.google.com/document/d/18-t8emBhsYS55TmD_Pclj_K-pxVw2SprvJZdjhhsZFM/edit?usp=sharing), or [Java Development](https://docs.google.com/document/d/1v0PDnCyTG7_AYgIh6JPPaE2E_jLAxviC/edit?usp=drive_link&ouid=116653032799904556927&rtpof=true&sd=true)] |
| --- |

#### Prompt: Feed More Accurate Information

| H  In crafting the summary section, follow these rules:  Do not exceed 4 lines of text.  Use only phrases  Do not include pronouns ("I," "me," "my," "we," etc).  Mention the Google cyber security Professional Certificate] in the first line.  Use this summary section template as an example:  [copy and paste resume summary section from your track’s resume template: [IT Support](https://docs.google.com/document/d/1d8ZLIndZYlJhAOCXdCtM8n6lFGMDzNO3DTbGu-Z-c_E/edit?usp=drive_link);[UX Design](https://docs.google.com/document/d/1fjNYJvifcjFgYyQiupsXvCADsfmXGG4ifgRBnrC5BHo/edit?usp=drive_link); [Data Analytics](https://docs.google.com/document/d/193sNlaQlZFL47VIgfb4SM_FHjJFbW-iuhoS9ESvXsCs/edit?usp=drive_link); [Cybersecurity](https://docs.google.com/document/d/1nT8sSCqV0nanCSUPXG87ES4zIJ-qpukvgn2HFcRdssY/edit?usp=sharing); [Project Management](https://docs.google.com/document/d/18-t8emBhsYS55TmD_Pclj_K-pxVw2SprvJZdjhhsZFM/edit?usp=sharing); or [Java Development](https://docs.google.com/document/d/1v0PDnCyTG7_AYgIh6JPPaE2E_jLAxviC/edit?usp=drive_link&ouid=116653032799904556927&rtpof=true&sd=true)]  Here are my resume bullet points:  **From your role as a owner/cleaner at Dustbusters of Nodak:**   * Problem-solving skills developed in managing operational challenges. * Emphasis on customer service and effective communication with clients. * Meticulous attention to detail in ensuring high-quality results. * Upholding ethical standards in handling sensitive client information.   **From your role as a Quality Technician at Petty Machine and Tool:**   * Streamlined inspection protocol, reducing error rates by 15%. * Led team in troubleshooting and rectifying production line issues. * Collaborated with IT teams to implement software upgrades. * Implemented data backup procedures to reduce data loss risk.   **From your role as a Quality Technician at Jackson Precision Industries:**   * Led team in identifying and resolving a production bottleneck. * Implemented rigorous inspection procedures, reducing defects by 15%. * Maintained data confidentiality and ensured compliance with regulations. * Upheld strict ethical standards in handling sensitive information.   These bullet points showcase your problem-solving abilities, effective communication, attention to detail, collaboration with teams (especially IT), experience in implementing procedures to reduce risks, maintaining data security and confidentiality, ensuring regulatory compliance, and upholding ethical standards—all of which are highly desirable for a Cybersecurity hiring manager. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Resume Summary

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Before copy and pasting your new Summary into your resume, change the font to* ***Calibri size 10*** |
| --- |

## ***Skills***

| Use this prompt directly after ChatGPT has generated your bullet points & summary  Click [HERE](https://chat.openai.com/share/185af49c-8984-4f5d-92ca-405d732f5068) to see a sample of how all these prompts work together and the results they could produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt: Suggest Additional Skills

| Based on this information, name 3-5 skills I should add to the skills section of my resume. These should be limited to 1-2 words a piece and must be transferable to my desired field of Cyber security analyst  . |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Resume Skills

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Before copy and pasting your new Skills into your resume, change the font to* ***Calibri size 10*** * *If you want to create the • mark to separate entries, use these keyboard shortcuts: Mac: Option+8 or PC: ALT+0149*   *Certainly! Here are some transferable skills that you can add to the skills section of your resume for a Cybersecurity Analyst position:*  *1. Risk Assessment*  *2. Incident Response*  *3. Data Protection*  *4. Security Protocols*  *5. Ethical Standards* |
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# **Cover Letter**

* Start a **“new chat”** before using any of these prompts.
* Ensure you have the **cover letter template** for your career track handy. **You may access view-only versions of each document below, but DO NOT request edit access; for best results, locate your personal copy by** [**searching your Google Drive**](https://support.google.com/drive/answer/2375114?hl=en&co=GENIE.Platform%3DDesktop).
  + (View Only) [Merit America IT Cover Letter Template](https://docs.google.com/document/d/1mIH86cIEfJCHvfBd1upWsoqP4gXIKImQCwuNuzOtHLU/edit?usp=drive_web&ouid=112121927521777536895)
  + (View Only) [Merit America UX Design Cover Letter Template](https://docs.google.com/document/d/1VhxVgvwLebQzC7z9_a966pAC93jgd1Pxy4utvQLg0Kk/edit?usp=sharing)
  + (View Only) [Merit America Data Analytics Cover Letter Template](https://docs.google.com/document/d/17CfwCKxhLgC-N7pEc7G5AMX5EZOkoiqIKAFIDTr_2Us/edit?usp=drive_link)
  + (View Only) [Merit America Cybersecurity Cover Letter Template](https://docs.google.com/document/d/167Ugpj-rG7Hpdjo0fU47K6Nu9EihkV9WVRUbw98WXsk/edit?usp=sharing)
  + (View Only) [Merit America Project Management Cover Letter Template](https://docs.google.com/document/d/1g1lvVFaexrz7FfOanB_ADTyMQkOaqEQ0wgPwcD0-zU8/edit?usp=sharing)
  + (View Only) [Merit America Java Development Cover Letter Template](https://docs.google.com/document/d/1FIv918L_VIQuIYfpGq3dUZWTQ5nsVXLycwF_EDAFaP4/edit?usp=drive_link)
* Remember to create a copy of the cover letter template for each unique cover letter you write. (File -> Make a Copy)
* Explore three options for prompting ChatGPT to help create your cover letter:
  + Click [HERE](#kix.hgkpxsldfn8s) to prompt ChatGPT to analyze a job description/website *before* it helps you write a cover letter.
  + Click [HERE](#kix.dfznk77f3qz) to try a cover letter first approach in one step.
  + If ChatGPT produces something wonky/inaccurate based on that one-step prompt, click [HERE](#kix.3oc58umme3z0) to try it in two steps.

## ***Job Analysis Approach***

| Start a **new chat** before using these prompts.  These prompts are designed for you to extract key information from a job description and company website before you let ChatGPT apply them to the cover letter template.  Click [HERE](https://chat.openai.com/share/fe8a67b2-dc8a-4904-80fc-f24c3f880d61) to see a sample of how all these prompts work together and the results they could produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

##### Prompt 1: Analyze the Job Description

| Act as a Cover Letter Writing Coach. Interpret information from the following job description.   Distill for me the company mission and values; the top technical competencies required for the role; and the most important skills and personal characteristics needed for the role.   Here is the job description:  [copy and paste text from the job description] |
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##### Prompt 2: Analyze the Company Website

| Now please summarize key points from information from the company website, which I will provide below.  Your summary should pick up on 2-3 main themes I should use in my cover letter to demonstrate my understanding of the company mission.  Suggest ways that I can make a credible link between what this company does and my own passions and interests.  Here is information from the "About Us" section of the company website:  [copy and paste text from the Company Website] |
| --- |

* If the company website doesn’t have an “About Us” section, consider looking for similar information in a section that might be called: “We Are” or “Our Mission and Values.” If that doesn’t work, extract text from the main company homepage.

##### Prompt 3: Apply Analysis to Resume & Cover Letter Template

| Using key components of this information, I would now like you to write me a cover letter. I will provide my resume and a cover letter template.  My resume includes:  [copy and paste your resume text]  Here is the cover letter template:  [copy and paste text from your career track’s cover letter template: [Merit America IT Cover Letter Template](https://docs.google.com/document/d/1mIH86cIEfJCHvfBd1upWsoqP4gXIKImQCwuNuzOtHLU/edit?usp=drive_web&ouid=112121927521777536895); [Merit America UX Design Cover Letter Template](https://docs.google.com/document/d/1VhxVgvwLebQzC7z9_a966pAC93jgd1Pxy4utvQLg0Kk/edit?usp=sharing); [Merit America Data Analytics Cover Letter Template](https://docs.google.com/document/d/17CfwCKxhLgC-N7pEc7G5AMX5EZOkoiqIKAFIDTr_2Us/edit?usp=drive_link); [Merit America Cybersecurity Cover Letter Template](https://docs.google.com/document/d/167Ugpj-rG7Hpdjo0fU47K6Nu9EihkV9WVRUbw98WXsk/edit?usp=sharing); [Merit America Project Management Cover Letter Template](https://docs.google.com/document/d/1g1lvVFaexrz7FfOanB_ADTyMQkOaqEQ0wgPwcD0-zU8/edit?usp=sharing); [Merit America Java Development Cover Letter Template](https://docs.google.com/document/d/1FIv918L_VIQuIYfpGq3dUZWTQ5nsVXLycwF_EDAFaP4/edit?usp=drive_link)] |
| --- |

## ***Cover Letter First Approach***

| Start a **new chat** before using these prompts.  These prompts are designed so that ChatGPT can plug key information into our cover letter template. You can try it in [one step](#kix.dfznk77f3qz); or you may have to try it in [two steps](#kix.3oc58umme3z0).  Click [HERE](https://chat.openai.com/share/fcf273ed-b00e-42a5-8bb5-c8a8cc125055) to see a sample of how the one step process might work; click [HERE](https://chat.openai.com/share/65185ebd-e52d-4ae3-85d6-6a157e8c3a99) to see a sample of how the two step process might work.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts: One Step Process**

##### Prompt: Set Rules & Supply Needed Information

| Act as a Professional Resume and Cover Letter Writer and help me create a standout cover letter for the [role name] position I am seeking at [Company Name].  The cover letter you generate should showcase that I understand the company's unique mission and values. It should also demonstrate that I have a clear understanding of the roles and responsibilities of the job and am confident that I can apply my skills because my values align with those of the company/role.  In the cover letter, highlight the skill development I have obtained through earning the [certificate name, e.g., Google IT Support Professional Certificate]. Also emphasize the key transferable skills I possess that will make me an asset to the [Company Name] team.  I will supply you with my resume and the job description as well as a templated cover letter, upon which you should base your response.  My resume content includes:  [copy and paste your resume text]  The job description says:  [copy and paste text from the job description]  And the cover letter template reads:  [copy and paste text from your career track’s cover letter template: [Merit America IT Cover Letter Template](https://docs.google.com/document/d/1mIH86cIEfJCHvfBd1upWsoqP4gXIKImQCwuNuzOtHLU/edit?usp=drive_web&ouid=112121927521777536895); [Merit America UX Design Cover Letter Template](https://docs.google.com/document/d/1VhxVgvwLebQzC7z9_a966pAC93jgd1Pxy4utvQLg0Kk/edit?usp=sharing); [Merit America Data Analytics Cover Letter Template](https://docs.google.com/document/d/17CfwCKxhLgC-N7pEc7G5AMX5EZOkoiqIKAFIDTr_2Us/edit?usp=drive_link); [Merit America Cybersecurity Cover Letter Template](https://docs.google.com/document/d/167Ugpj-rG7Hpdjo0fU47K6Nu9EihkV9WVRUbw98WXsk/edit?usp=sharing); [Merit America Project Management Cover Letter Template](https://docs.google.com/document/d/1g1lvVFaexrz7FfOanB_ADTyMQkOaqEQ0wgPwcD0-zU8/edit?usp=sharing); [Merit America Java Development Cover Letter Template](https://docs.google.com/document/d/1FIv918L_VIQuIYfpGq3dUZWTQ5nsVXLycwF_EDAFaP4/edit?usp=drive_link)] |
| --- |

### 

### **ChatGPT Prompts: Two Step Process**

##### Prompt 1: Set Rules & Supply Needed Information

| Act as a Professional Resume and Cover Letter Writer and help me create a standout cover letter for the [role name] position I am seeking at [Company Name].  The cover letter you generate should showcase that I understand the company's unique mission and values. It should also demonstrate that I have a clear understanding of the roles and responsibilities of the job and am confident that I can apply my skills because my values align with those of the company/role.  In the cover letter, highlight the skill development I have obtained through earning the [certificate name, e.g., Google IT Support Professional Certificate]. Also emphasize the key transferable skills I possess that will make me an asset to the [Company Name] team.  I will supply you with my resume and the job description, upon which you should base your response.  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

##### Prompt 2: Add in the Merit America IT Cover Letter Template

| Revise the cover letter so that it more clearly aligns with the cover letter template I will copy and paste below.   Here is the cover letter template:  [copy and paste text from your career track’s cover letter template: [Merit America IT Cover Letter Template](https://docs.google.com/document/d/1mIH86cIEfJCHvfBd1upWsoqP4gXIKImQCwuNuzOtHLU/edit?usp=drive_web&ouid=112121927521777536895); [Merit America UX Design Cover Letter Template](https://docs.google.com/document/d/1VhxVgvwLebQzC7z9_a966pAC93jgd1Pxy4utvQLg0Kk/edit?usp=sharing); [Merit America Data Analytics Cover Letter Template](https://docs.google.com/document/d/17CfwCKxhLgC-N7pEc7G5AMX5EZOkoiqIKAFIDTr_2Us/edit?usp=drive_link); [Merit America Cybersecurity Cover Letter Template](https://docs.google.com/document/d/167Ugpj-rG7Hpdjo0fU47K6Nu9EihkV9WVRUbw98WXsk/edit?usp=sharing); [Merit America Project Management Cover Letter Template](https://docs.google.com/document/d/1g1lvVFaexrz7FfOanB_ADTyMQkOaqEQ0wgPwcD0-zU8/edit?usp=sharing); [Merit America Java Development Cover Letter Template](https://docs.google.com/document/d/1FIv918L_VIQuIYfpGq3dUZWTQ5nsVXLycwF_EDAFaP4/edit?usp=drive_link)] |
| --- |

### 

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Cover Letter

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Before copy and pasting your new Cover Letter contents into your copy of the Merit America Cover Letter Template, change the font to* ***Calibri size 11*** |
| --- |

# 

# **Tailoring**

* Exercise EXTREME caution when using ChatGPT for tailoring; approach its suggestions with skepticism and actively root out hallucinations/inaccuracies



* Because you are making **unique, tailored versions** of your professional collateral (resume & cover letter), remember to always start by **making a new copy** of your original collateral docs (File -> Make a Copy).
* Rename each new version.
  + For Resume: FirstName LastName - Resume - Company Name
  + For Cover Letter: FirstName LastName - Cover Letter- Company Name

## ***Resume Tailoring***

| Before you begin, **make a copy** of your resume doc (File -> Make A Copy) and rename it: FirstName LastName - Resume - Company Name  Click [HERE](https://chat.openai.com/share/c5189c35-f5df-4d53-b76d-3322114a2f11) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

##### Prompt 1: Tailoring Resume Summary

| I am interested in applying to the [role name] position at [Company Name]. I would like for you to suggest improvements I can make to my resume's summary section so that it more clearly aligns with the role. I will provide you with my resume summary and the job description.   Please follow these rules:  Do not mention technical experience I have outside of that which I have obtained while pursuing the [certificate name, e.g., Google IT Support Professional Certificate].  Do not mention the role or company name in your revision suggestions.  Do not write in complete sentences; use only phrases with dynamic language.  Do not include personal pronouns (I, me, my, etc.).  Place your suggested edits in bold font.  Keep the summary to 4-5 lines of text.  Here is my resume's summary section:  [copy and paste resume summary section from your track’s resume template: [IT Support](https://docs.google.com/document/d/1d8ZLIndZYlJhAOCXdCtM8n6lFGMDzNO3DTbGu-Z-c_E/edit?usp=drive_link);[UX Design](https://docs.google.com/document/d/1fjNYJvifcjFgYyQiupsXvCADsfmXGG4ifgRBnrC5BHo/edit?usp=drive_link); [Data Analytics](https://docs.google.com/document/d/193sNlaQlZFL47VIgfb4SM_FHjJFbW-iuhoS9ESvXsCs/edit?usp=drive_link); [Cybersecurity](https://docs.google.com/document/d/1nT8sSCqV0nanCSUPXG87ES4zIJ-qpukvgn2HFcRdssY/edit?usp=sharing); [Project Management](https://docs.google.com/document/d/18-t8emBhsYS55TmD_Pclj_K-pxVw2SprvJZdjhhsZFM/edit?usp=sharing); or [Java Development](https://docs.google.com/document/d/1v0PDnCyTG7_AYgIh6JPPaE2E_jLAxviC/edit?usp=drive_link&ouid=116653032799904556927&rtpof=true&sd=true)]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

##### Prompt 2: Suggested Edits to Resume Bullets

| Based on this revised summary, suggest updates I can make to my resume bullet points.   Follow the same rules as above. Place suggested edits in bold font.  Here are my resume bullets:  [copy and paste your resume bullets] |
| --- |

##### Prompt 3: Updated Soft Skills

| Based on this information, suggest 3-5 soft skills I should add to my resume's Skill section. Your suggestions should be limited to 1-2 words a piece.   Here is my resume’s skills section:  [copy and paste text from your resume’s skills section] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Tailored Resume

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Change the font to* ***Calibri size 10*** * *Before copy and pasting these tailored updates into your resume,* ***make a copy*** *of your resume document* *and rename it: FirstName LastName - Resume - Company Name* |
| --- |

## 

## ***Cover Letter Tailoring***

| After verifying, editing, and authenticating ChatGPT’s suggested tailoring edits to your resume, **use the** [**Cover Letter prompts**](#kix.31e0z0lw9g9d)to refine and tailor your cover letter  Before you begin tailoring your Cover Letter, **make a copy** of your cover letter doc (File -> Make A Copy) and rename it: FirstName LastName - Cover Letter - Company Name  Exercise EXTREME caution when using ChatGPT for tailoring; approach its suggestions with skepticism and actively root out hallucinations/inaccuracies |
| --- |

## 

## ***Interview Tailoring***

| After verifying, editing, and authenticating ChatGPT’s suggested tailoring edits to your resume, check out the[**Company Specific Interview Prompts**](#kix.39umggi1jnih)below |
| --- |

# 

# **Interview Preparation**

* Always **start a new chat** before experimenting with any of the interview-related prompts below.
* Pick the best approach for you! 
  + Click [HERE](#kix.huggbglzdpd9) to use ChatGPT to gain inspiration for STAR stories
  + Click [HERE](#kix.c3t430vpop4t) to use ChatGPT to generate possible interview responses based on your resume
  + Click [HERE](#kix.sljy6wanu2k8) to use ChatGPT to identify (and answer!) common behavioral interview questions
  + Click [HERE](#kix.39umggi1jnih) to use ChatGPT to tailor your interview prep to a specific company
  + Click [HERE](#kix.ogcqf5t8ca7b) to use ChatGPT to help you prepare for salary negotiations
* Exercise caution when reviewing these responses; they are *entirely fabricated* based on the (limited) context you have provided ChatGPT.

## ***Gain Inspiration: STAR Prep for Common Interview Questions***

| Start a **new chat**.  Use these prompts to get your wheels turning and jog your memory about relevant experiences you can use to address common interview questions.  For example: You may have encountered [Merit America’s STAR Interview Prep Exercise](https://docs.google.com/document/d/1yG_HCCJgf_TmFJLU8Y1RzN50YvWsslo415zEfJBOeTU/copy) and struggled to generate ideas for your STAR stories.  Utilizing these prompts can help you gain inspiration, but you will have to update and align these recommendations to make them accurately reflect your experiences.  Once you’ve run through all of the prompts, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Inspiration for STAR interview Prep”  Click [HERE](https://chat.openai.com/share/3b3e7a2a-91be-49d3-baa0-216845baba56) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Rule Setting & Delivering Results

| Act as a Job Interview Coach. Provide me with 2 impactful, credible anecdotes I can use to answer the interview question: “Tell me about a time when you delivered results despite a challenging environment or context. What was the situation, your goal, and the results?”  Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took. Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Use my professional experience as a [job title] at [Company Name], a [job title] at [Company Name], and a [job title] at [Company Name] to guide your responses.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional. |
| --- |

#### Prompt 2: Developing a New Skill (Including Merit America Learning!)

| Now follow the same rules to provide 2 answers to this question: “Tell me about a time when you had to develop a new skill? How do you approach the learning process?”  One of your answers should describe my experience as a learner at Merit America. This answer should emphasize not only my learning agility and perseverance, but also the technical skills I have gained by earning the [certificate name, e.g., Google IT Support Professional Certificate].  The other answer you provide should relate to a skill I developed from my work experience. |
| --- |

#### Prompt 3: Overcoming Conflict

| Follow the rules identified in the original prompt. Provide me with 2 answers to the question: "Tell me about a time when you experienced conflict at work. How did you overcome it?" |
| --- |

#### 

#### Prompt 4: Achieving Goals

| Follow the rules identified in the original prompt. Provide me with 2 answers to the question: “Please share a time when you set a goal for yourself and achieved it.” |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: STAR Story Inspiration

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Transfer this information into the STAR Interview Prep worksheet, if you desire* |
| --- |

## 

## ***Leverage Your Collateral***

| Start a new chat before using these prompts.  Use all 4 of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Collateral-Backed Interview Stories”  Click [HERE](https://chat.openai.com/share/765f6f2e-ac93-409e-ae19-c956dce1bcc5) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Use Resume to Generate Stories

| I am a career changer who is preparing for job interviews in my new field of [career field, e.g., IT Support]. Act as a Job Interview Coach and help me generate 5 unique, impactful interview-ready responses that I can use to respond to a variety of common interview questions.  Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took. Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Do not allude to any professional experience I have as an [career field, e.g., IT].  Use my resume as the basis for the answers you provide.  Here is my resume:  [copy and paste your resume text] |
| --- |

#### Prompt 2: Identify Questions

| For each of the responses above, provide me with 3 interview questions that might solicit the response given.   The interview questions should be general in nature: they should not explicitly mention any of my prior jobs or reference any specific aspect of my resume. |
| --- |

#### 

#### Prompt 3: Align Questions & Answers

| Rewrite the responses you provided to the original prompt, placing them underneath each of the interview questions you provided here. |
| --- |

#### 

#### Prompt 4: Explore How to “Flex” Stories to Address Different Questions

| Continue with the rest of the responses. |
| --- |

* Note: this prompt will help you see how you can “flex” your STAR stories to satisfy different types of interview questions

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Collateral-Backed Stories

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Answer the Question***

| Start a new chat before using these prompts.  Use both of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Behavioral Q&A Prep”  Click [HERE](https://chat.openai.com/share/60bbe090-afd1-4675-8576-3c14adb15e3e) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Solicit Questions

| Act as a Job Interview Coach. Supply me with 6 common behavioral questions I can expect to see during job interviews. |
| --- |

#### 

#### Prompt 2: Generate Answers

| Assume that I am a career changer who is interviewing for their first [career field, e.g., IT]role.  Use my resume to supply answers to each of the questions.   Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took. Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Do not allude to any professional experience I have as an [career field, e.g., IT] professional.  Use my resume as the basis for the answers you provide.  Here is my resume:  [copy and paste your resume text] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Behavioral Q & A

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Company Specific***

| Start a new chat before using these prompts.  Find a job you’d like to apply for! Select the text from the job description to use in the prompts below.  Use all 5 of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “[Company Name] - Interview Prep”  Click [HERE](https://chat.openai.com/share/eb68b086-a1c0-4332-8104-c54b3ff02ae1) to see a sample of how these prompts work together and the results they may produce. (If you’re wondering, I used [THIS](https://docs.google.com/document/d/1cEByY8Z5aPsbHa6vj-kqD6x91Q7Jy_tsKNQbwMzNOso/edit#bookmark=id.vezevialk69n) as my sample job description.)   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Use Resume to Generate Stories

| I am a career changer who is preparing for job interviews in my new field of[career field, e.g., IT Support]. Act as a Job Interview Coach and help me generate 5 unique, impactful interview-ready responses that I can use to respond to a variety of common interview questions.  Your answers must adhere to the following rules:  Write the answers as a cohesive story; include effective, seamless transitions.  Begin each answer with a topic sentence that succinctly answers the question and provides a captivating thematic overview of the transferable showcased in the story that follows.  Then provide context/background information to help my listener understand the situation.  Then describe my role in addressing the task at hand, indicating what was required of me.  Then describe the actions I took.  Where possible, explain how I took the action and the tools I used.  Ensure that each answer underscores how the actions I took produced a favorable outcome.  Conclude the answer by summarizing how this experience has equipped me with the transferable skills needed to thrive as a [job title you are seeking].  Write all of the answers in first person.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional. Use my resume as the basis for the answers you provide.  Here is my resume:  [copy and paste your resume text] |
| --- |

#### Prompt 2: Tailor to Job Description

| Now help me tailor these answers so that they will stand out to a hiring manager at [Company Name], based on the job description I will copy and paste below.  The tailored answers must be based on my past work experiences.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional.   Here is the job description:  [copy and paste the text from the job description] |
| --- |

#### Prompt 3: Why You? Why Us?

| Using information from my resume and the job description, generate answers to these three questions:  "Why should we hire you?"  "What makes you interested in working for our company?"  "How can your skills make a positive impact on our company?" |
| --- |

#### Prompt 4: Pose Impressive Questions to Interviewer

| What are two questions I ought to pose to my interviewer at [Company Name] to show that I am well-informed about their company? |
| --- |

#### 

#### Prompt 5: Pose Impressive Role/Responsibility-Related Questions to Interviewer

| Generate two more questions I ought to pose to my interviewer at [Company Name]. These questions should help me better understand the role I am applying for and demonstrate my insightful enthusiasm to get to work. |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Company-Specific Interview Prep

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Company Specific Professional Introduction***

| Start a new chat before using these prompts.  Find a job you’d like to apply for! Select the text from the job description to use in the prompts below.  Use all 3 of these prompts in a series. (Do not start a new chat in between.)  Exercise caution! As always, edit the generated responses to match your real life experiences.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “[Company Name] - Professional Introduction”  Click [HERE](https://chat.openai.com/share/c725ea26-b196-443f-afa3-d9b2e042bf48) to see a sample of how these prompts work together and the results they may produce. (If you’re wondering, I used [THIS](https://docs.google.com/document/d/1cEByY8Z5aPsbHa6vj-kqD6x91Q7Jy_tsKNQbwMzNOso/edit#bookmark=id.fv9cu5klvf4i) as my sample job description.)   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: “Tell Me About Yourself”

| Act as a Job Interview Coach.  Help me write 3 distinct, compelling answers to the "tell me about yourself" interview question.  In each answer you provide, follow this format:  Begin by mentioning that I am working to obtain the [certificate name, e.g., Google IT Support Professional Certificate] and mention 2-3 of the technical competencies I am developing through my training.  Then use my resume to identify 3 anecdotes to highlight three of my top transferable skills. Explain how I have applied those skills and past roles and briefly demonstrate their applicability to my desired role as a [role name, e.g. Help Desk] professional.  Finally, cap off my answer with a strong closing statement that reiterates the skills I bring to the table.  Throughout the response, ensure the tone is enthusiastic, professional, and confident. Ensure the answer is something I could say in 1-2 minutes.  Here is my resume:  [copy and paste your resume bullet points] |
| --- |

#### 

#### Prompt 2: Optimized Professional Introduction

| Combine the very best of these three examples into one comprehensive answer. |
| --- |

#### 

#### Prompt 3: Tailor to Job Description

| Now help me tailor this answer so that it will stand out to a hiring manager at [Company Name], based on the job description I will copy and paste below.  As with before, follow this format:  Begin the answer by mentioning the skills I am developing in pursuit of the [certificate name, e.g., Google IT Support Professional Certificate]. Name 2-3 of the technical competencies I am gaining.  Then use my career history to discuss the transferable skills I have that are most relevant to the job.  Do not allude to any professional experience I have as a [career field, e.g., IT] professional.   Finally, cap off my answer with a strong closing statement that reiterates the skills I bring to the table. Express my excitement about pursuing a career at this company.   Here is the job description:  [copy and paste the text from the job description] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Company-Specific Professional Introduction

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

## ***Company Specific Value Statement for Salary Negotiations***

| Start a new chat before using these prompts.  Use both of these prompts in a series. (Do not start a new chat in between.)  Use these prompts each time you prepare to enter salary negotiations, as the goal is to align your specific value statement to the company needs.  Be sure to tailor and authenticate the responses provided for you based on what you have learned from salary research and conversations during your interview.  Once finished, [retitle](https://youtu.be/UroXbqx1SOk) this conversation: “Value Statement - [Company Name]”  Click [HERE](https://chat.openai.com/share/9048b550-0ce1-4554-b197-284a026f4db8) to see a sample of how these prompts work together and the results they may produce.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
| --- |

### **ChatGPT Prompts**

#### Prompt 1: Negotiation Talking Point Templates

| I am a career changer, and I am seeking an entry-level role in [career field, e.g., IT Support] . Act as a professional job searching coach and suggest strategies I can use to negotiate my starting salary.   Help me craft short, templated statements I can use in the following situations:  1. As part of an Initial phone screen, an answer to the question: “what are your salary expectations”  2. In a live conversation, in response to getting a job offer where the salary is lower than my expectations  3. Via email, in response to getting a job offer where the salary is lower than my expectations. For this statement, assume I’ve had a few days to reflect on the offer I was given.  Each templated statement should highlight my value: emphasize the skills, experience, and unique qualities I bring to the table. Demonstrate how my previous career and skills can add value to the [job title or career field, e.g., Help Desk or IT Support] position. |
| --- |

#### Prompt 2: Resume and JD-Aligned Talking Points

| Now refine all three of the statements you provided based on information from my resume and the job description for the role I am applying for. I will provide my resume and the job description below.  In your responses, please follow these rules:  Make a compelling case for how and why my past experiences equip me to be an immediate value-add.  Start by expressing appreciation.  Then state that I have researched comparable roles within the geographic region. Include a place where I can plug in relevant figures.  After expressing appreciation and mentioning relevant salary-related research, provide 2-3 specific, illustrative examples that showcase my confidence in my ability to add value.  Ensure that the examples authentically represent my experiences: focus on my transferable skills and showcase the assets I will bring to the role that make me deserving of the salary I seek.  When providing examples, do not state that I have any professional in-field experience, apart from that which I have obtained through my acquisition of the [certificate name, e.g., Google IT Support Professional Certificate].  Keep the tone professional and polite.  I want this job.  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Company-Specific Interview Prep

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* |
| --- |

## 

# **Advanced Outreach**

* Use these prompts for various aspects of effective workplace communications, networking messages, and job search-related outreach.
* Start a **new chat** before utilizing these prompts.

## ***Improve Draft Emails***

| Start a new chat before using these prompts.  Draft a message you’d like to send **before** you use ChatGPT to suggest improvements.  Continue to iterate on the responses given, providing new prompts until the message fits your desired purposes. Click [HERE](https://chat.openai.com/share/d49325a5-117c-40cb-b322-723939a3bfcd) to see an example.   * Note: this sample demonstrates how the prompts work for a learner seeking a career in IT Support, but you can adjust it to match your desired career field. For tips on what to add to highlighted portions, click [HERE](https://docs.google.com/document/d/1cTArncQA2POEaIhs6P7MkkvdnPT8MXE1qEQjc3G2dzM/copy). |
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### **ChatGPT Prompts**

#### Prompt 1: Revise and Improve Existing Email

| I wrote a draft of an email that I want to send [brief description of purpose of your email, e.g. to request help on an assignment from a Merit Career Coach]. I would like for you to help me to revise and improve it.  Here is the draft email I have written:  [copy and paste text of draft email] |
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#### Prompt 2: Experiment with Email Structure

| Revise this email so that [identify the nature of the improvement you’d like to see, e.g. it is easier to read. Use bullet points if appropriate in some sections]. |
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#### Prompt 3: Experiment with Email Tone

| Now revise this email so that the tone is [name the tone you’re hoping to strike, e.g., more friendly]. |
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* Other tones you could experiment might be: formal, professional, informative, courteous, appreciative, assertive, humorous, confident, persuasive, concise, enthusiastic

## ***Informational Interview Request***

#### Prompt 1: Informational Interview Request Email

| Craft an email I can send to request an Informational Interview.  My contact's name is [...], and they work as a [add your contact’s job title] at [Company Name]].  In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate].  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
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* If your contact responds affirmative and is willing to connect with you but you’re not quite sure what you’d like to ask them, proceed to the prompt below for inspiration!

#### Prompt 2: Get Pointers on What to Ask During an Informational Interview

| Suggest 3 questions I should ask during this informational interview. |
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## ***Follow Up: After Informational Interview***

#### Prompt: Follow Up After Informational Interview

| I am a job seeker hoping to transition into tech. Act as a professional job search coach, and help provide me with a template I can use for writing a follow up message after an informational interview. |
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## ***Reference Request Email***

### **ChatGPT Prompts**

#### Prompt: Reference Request

| Craft an email I can send to an existing professional contact to ask if they are willing to provide me with a professional reference.  My contact's name is [...], and [statement that describes your relationship to the recipient; e.g. she was my supervisor at [Company Name]].  In the message, indicate that I am currently pursuing a career change. Mention that I am currently pursuing my [certificate name, e.g., Google IT Support Professional Certificate].  Keep the tone of the email friendly, but do not include cliches like "I hope this email finds you well." |
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### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Reference Request Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
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## ***Thank You Email***

### **ChatGPT Prompts**

#### Prompt: Thank You for the Interview

| Craft a short follow-up email I can send to [Name], a hiring manager and [Company Name] with whom I just had an interview for the [job title] position.   The email should be friendly, enthusiastic, and punchy. It should avoid cliches like "I hope this email finds you well."   Begin the message by indicating my on-going excitement about the role. Mention a few highlights from our conversation.   Then briefly relate my top transferable skills to the job description. You may draw these skills from my resume. This section should be no more than 3 sentences in length.   Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
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* Once you have a draft written, add key attachments to this email! Include the tailored resume and cover letter you used to apply for the position.

#### Prompt: Thank You for the Networking Conversation/Informational Interview

| Craft a short, appreciative email that I can send to [Name], with whom I have just had an informational interview about [career field, e.g., IT Support] roles at [Company Name].  The message should be no more than 3 short paragraphs in length, and it should avoid cliches like "I hope this message finds you well."  Begin the message by expressing gratitude, mentioning a few highlights from our conversation.  Within the message, express why I am so excited about [Company Name], using information from my resume and information from the [Company Name] website.  End the message with an offer to keep in touch. Say that I can provide my professional collateral for review, if needed.  Here is my resume:  [copy and paste your resume text]  Here is information from the company website:  [copy and paste the text from the “About Us” section of the company website] |
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### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Thank You Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
| --- |

## ***Follow-Up Email***

### **ChatGPT Prompts**

#### Prompt: Follow-Up on the Status of an Existing Application

| I interviewed for the [role name] position at [company name] on [date you applied].   Imagine you are a Job Searching Coach. Write me a follow-up email to check on the status of my application.  The email must:  Be no more than 3 paragraphs in length.  Be friendly and genuine; avoid anything that sounds pushy or accusatory  Express my on-going interest in the role  Briefly reiterate a few of my top assets as a candidate  Offer to provide any additional materials that might support my application  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

* Once you have a draft written, add key attachments to this email! Include the tailored resume and cover letter you used to apply for the position.

#### Prompt: Follow-Up after You Don’t Hear Back from an Interview

| I interviewed for the [role name] position at [company name] on [date you had your interview].   Imagine you are a Job Searching Coach. Write me a follow-up email to check on the status of my application.  The email must:  Be no more than 3 paragraphs in length.  Be friendly and genuine; avoid anything that sounds pushy or accusatory  Mention something I really enjoyed about the interview I had  Express my on-going interest in the role  Briefly reiterate a few of my top assets as a candidate  Offer to provide any additional materials that might support my application  Here is my resume:  [copy and paste your resume text]  Here is the job description:  [copy and paste the text from the job description] |
| --- |

* Once you have a draft written, add key attachments to this email! Include the tailored resume and cover letter you used to apply for the position.

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Follow-Up Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
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## ***LinkedIn Recommendations***

### **ChatGPT Prompts**

#### Prompt: Revise and Improve Existing LinkedIn Recommendation

| I wrote a draft recommendation for a learning peer with whom I studied at Merit America. I would like for you to help me to revise and improve it.  The recommendation must follow these rules:  It should be appropriate to post on LinkedIn.  It should mention our shared experience as Learning Associates at Merit America within the first line.  It should be no more than 250 words in length.  Here is the draft recommendation I have written:  [copy and paste text of draft email] |
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* You can iterate on this prompt and ask AI to generate suggestions for a recommendation from scratch– but be warned: this tactic might shortchange your ability to express your appreciation for your peer’s unique value-add

### **Work Space**

#### Add, Edit, and Authenticate ChatGPT Responses Re: Follow-Up Email

| * *Copy and paste ChatGPT’s responses into this box* * *Select the text and clear its formatting (Format -> Clear Formatting)* * *Edit ChatGPT’s response so that it accurately and authentically reflects your experiences* * *Send your message!* |
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