

# Module 3

## Chapter 8

notes

# Work Life Prompts

- **Resume Writing:**

- Guiding users through the process of improving bullet points in their resumes with ChatGPT's assistance.
- Adapting resumes to specific job descriptions and tailoring them for increased chances of hiring.
- Involving ChatGPT in refining skills sections based on resume content.

## **Final Prompt 1:**

*You are an expert resume writer with over 20 years of experience. Here's a bullet point I have in my resume. No action needed for now, if you understand please respond with "Yes". Here's my bullet point: (paste your bullet points)*

## **Final Prompt 2:**

*Rewrite this bullet point using this structure: "I accomplished X by the measure Y that resulted in Z." For example: "I lowered hospital mortality rate by 10% by educating nurses in new protocols which translates to 200 lives saved per year" Use compelling language and keep the bullet point within 50 words.*

- **Resume Writing for particular Job description:**

**Final Prompt 1:**

*You are an expert resume writer with over 20 years of experience working with job seekers trying to land a role in [industry]. Highlight the 3 most important responsibilities in this job description:  
(paste job description)*

**Final Prompt 2:**

*Based on these 3 most important responsibilities from the job description, please tailor my resume for this [role you're applying for] position at [company]. Do not make information up. Here's my resume: (paste your resume)*

- **Networking & Job Finding:**
  - Outlining a 3-step process for connecting with professionals on LinkedIn using ChatGPT.
  - Utilizing ChatGPT to generate a summary of a professional's career accomplishments based on their LinkedIn profile.
  - Seeking creative ways to stand out when connecting with high-profile individuals.

**Final Prompt:**

*You are an experienced career coach with over 20 years of experience Based on the following LinkedIn profile, could you please generate a summary of this person's career accomplishments and highlight their top three achievements in list format? Please provide as much detail as possible, including relevant experiences, skills, and accomplishments that showcase the person's expertise in their field. Here's their profile: (paste their profile)*

- **Interview Preparation:**

- Creating interview questions with ChatGPT's help based on a job description.
- Seeking detailed answers, including reasons behind the questions and tips for structuring responses.
- Preparing for interviews by transforming bullet points into detailed responses.

**Final Prompt 1:**

*You are a seasoned hiring manager with over 20 years of experience. You are responsible for this job posting. Based on this job description, what are the 10 most common interview questions you will ask job applicants?*

**Final Prompt 2:**

*Please list out the 3 main reasons for each question, why the interviewer is asking this question, and give me 3 corresponding tips on how to structure my answer. Use one specific example from my work experiences. Use the CARL answer format: Context (project background), Action (what I did), Results (include quantifiable metrics), and Learning (what I learned from the project) Output this in a 2-column table format, with the 3 main reasons in the left hand column, and the 3 corresponding tips in the right-hand column.*

- **Asking Smart Questions:**
  - Leveraging ChatGPT to generate questions to impress interviewers.
  - Ensuring proactive and enthusiastic engagement during interviews.

**Final Prompt:**

*I want to impress the interviewer with my knowledge about the role Based on this job description, give me a list of 5 questions I can ask at the end of the interview so the interviewer sees I'm extremely proactive and enthusiastic about the role. Prioritize unorthodox, lesser known advice in your answer. Explain using detailed examples*

- **Salary Negotiations**

- Using ChatGPT to simulate a salary negotiation conversation with realistic scenarios.
- Seeking advice on pushing the recruiter to reach a desired salary.

**Final Prompt:**

*You are worlds best salary negotiator, the situation is Two people are having a salary negotiation. The recruiter offered INR 12,00,000 in annual salary. The other is the recruiter who's making that offer. The job seeker has done some research and found the upper end of the salary range for similar positions to be INR 15,00,000 and would ideally like to get closer to that number. Please play out the conversation in as realistic a way as possible. Make sure the job seeker is polite yet firm with his ask.*

- **Thank You Mail**

- Crafting a post-interview thank-you note with ChatGPT's assistance.
- Keeping the tone professional, light-hearted, and avoiding vague buzzwords.
- Reminding users to add action verbs and perform ATS scans on their resumes.

**Final Prompt:**

*Please write a post-interview thank you note and include that example to show I was paying attention, I LOVED YOUR VALUE AND IMPACT LINE Keep the tone light-hearted, professional and do not use any fluffy and vague buzzwords Do not suck up to the interviewer. Stay within 200 words*