

## Networking Prompt

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(the goal is to connect with a stranger working in the field you want to be in)

- Step 1 - Go to the LinkedIn page of a professional you want to connect with
  - Go to their LinkedIn > click on “More” > Save to PDF > open the PDF > CMD or CTRL + A to select everything, and CMD or CTRL + C to copy to your clipboard
- Step 2 - Use ChatGPT to generate a summary of their accomplishments
  - 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)
- Step 3 - Come up with creative ways to connect (with specific examples)
  - I am a job seeker and I wish to connect with [name] over LinkedIn. He gets a lot of connection requests so I want to stand out from the crowd. Based on his top 3 achievements, give me 3 practical and actionable ideas on how I can get [name] to accept a LinkedIn request from me. Prioritize unorthodox, lesser known advice in your answer. Explain using detailed examples, let's think step by step

## Coffee Chat Prompt

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(the goal is to show the professional you're someone worth helping)

- Generate a list of 10 questions to ask the professional, questions only the professional can answer
  - You are a career coach with over 20 years of experience helping job seekers land jobs in [industry]. I have an upcoming coffee chat with a [role the professional is working in], and I would like to understand how I can get into the field of [industry]. Based on his resume, give me a list of 10 questions I can ask during the coffee chat so he knows I've done my homework and that shows I am considerate of his time. Prioritize unorthodox, lesser known advice in your answer. Explain using detailed examples. Here's his resume: (paste the publicly available LinkedIn PDF profile)

## Cover Letter Prompts

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- Step 1 - Ask ChatGPT for pain points someone working in this role would face  
Based on this job description, what is the biggest challenge someone in this position would face day-to-day? Give me the root cause of this issue. [paste job description]
- Step 2 - Ask ChatGPT to first give you an attention-grabbing hook based on (1) The role, and (2) Your background  
You are currently working as a [your current role] in the [your industry] industry and you're applying for this [role you're applying for] position at [company]  
Write an attention-grabbing hook for your cover letter that highlights your experience and qualifications in a way that shows you empathize and can successfully take on the challenges of the [role you're applying for] role  
Consider incorporating specific examples of how you've tackled these challenges in your past work, and explore creative ways to express your enthusiasm for the opportunity. Keep your hook within 100 words
- Step 3 - Ask ChatGPT to write the rest of your cover letter based on your hook  
You are writing a cover letter applying for the [role you're applying for] role at [company]. Here's what you have so far: (paste the hook that was previously generated)  
Finish writing the cover letter based on your resume and keep it within 250 words.  
Keep what we have so far, word for word. Here's your resume: (paste your resume)
- Find and fix all grammatical mistakes and typos  
I just finished writing a cover letter for a [target role] position at [company]. I will share the cover letter below. Your task is to look for and correct all misspelled words and grammatical errors, check for proper punctuation and capitalization, and improve any readability issues. Also output a table that shows everything that you have changed. Do not hallucinate. Here's my cover letter: [paste your cover letter]

## Resume Prompts

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- Step 1 - Use the Role Prompting technique to identify responsibilities from the JD  
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)
- Step 2 - Tailor your resume based on the 3 most important responsibilities taken from the job description  
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)
- Step 3 - Identify and correct hallucinations (aka lies)  
List out the differences between my original resume and your suggested draft in table

format with 2 columns: Original and Updated. Be specific and list out exactly what was changed, down to the exact wording.

- **STEP 4- Create a list of skills for resume**

Based on the experience section in my resume, create a list of skills to present in the skills section. Present it in a table form with 4 columns: skill, type of skill (technical/languages/soft), how to present, and which part of my experience it's derived from.

## Structure a strong answer to “Tell me about yourself”

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- Step 1 - Break down the job description for ChatGPT

You are a seasoned hiring manager with over 20 years of experience. You are responsible for this job posting. Highlight the 3 most important responsibilities in this job description: [\[paste job description\]](#)

- Step 2 - Customize the answer by providing ChatGPT with your resume

Based on the 3 most important responsibilities you just identified, use my resume to structure a convincing answer to the "Tell me about yourself" interview question. Use the Present, Past, and Future framework. Create a separate header for each section. The Present is a snapshot of my current career situation as it relates to the job description. The Past should only include previous work experiences applicable for the new role. The Future should draw a connection between my career trajectory and the new role. Feel free to get creative here. Keep the answer within 300 words. Here's my resume: [\[paste your resume\]](#)

- Step 3 - Further refine the "Future" section for the role you're applying for

The "Future" section is too vague. Based on the job description, please give me 1 specific example why working at [\[company\]](#) would be a great fit for me based on my previous experiences. Include keywords from the job description where appropriate. Prioritize unorthodox, lesser known advice in your answer. Do not make information up. Here's the job description: [\(paste the job description\)](#)

## Find Interview Questions for your specific role

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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? Here's the job description: [\(paste job description\)](#)

## Structure answer to any interview question

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- Step 1 - Understand why the interviewer is asking the question

I'm preparing for an interview, I'll share the job description. The interviewer is going to

ask me the question [insert question you found] Please list out the 3 main reasons why the interviewer is asking this question, and give me 3 corresponding tips on how to structure my answer. 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. Here's the job description: (paste the job description)

- Step 2 - Use the CARL framework using an experience found in your resume Based on these tips and my own resume, write me an answer to the interview question [insert interview question] 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) Here's my resume: (paste your resume)

## Generate “Smart” Questions to ask the Interviewer

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- Prompt
  - You are a career coach with over 20 years of experience helping job seekers land jobs in [industry] I have an upcoming interview with a [role of interviewer] at [company], and 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 Here's the job description:(paste the job description)

## Write a high quality Thank You email in seconds

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- Prompt
  - You are a career coach with over 20 years of experience helping job seekers land jobs in [industry] I just finished an interview for a [role] at [company] The interviewer gave an example of a marketing campaign he launched that [insert something specific you two talked about] Please write a post-interview thank you note and include that example to show I was paying attention Even though I don't have experience in product marketing, emphasize my transferable skills as a [current role] in the [current industry]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

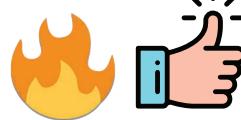
## Simulate a Salary Negotiation Conversation

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- Step 1 - Initiate the conversation
  - Two people are having a salary negotiation. The recruiter offered INR12,00,000 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 INR15,00,000 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.
- Step 2 - Follow up prompt
  - Continue this conversation and give the job seeker advice on how to continue pushing the recruiter to reach INR15,00,000



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