

# ChatGPT

## Prompts to Accelerate the Job Search



In order to tap the full power and creativity of the results that ChatGPT produces in response to your inquiry, you must become skilled at writing your requests in the form of assignments called "prompts." Think of it as a research task you give your research assistant in text.

For tasks related to job search, effective prompts include three components:

1. Give it a role ("Act as an expert career coach")
2. Give instructions, and
3. Add resources (e.g., a draft of your resume or LinkedIn About section of your profile).

**The prompts for the critical areas of the job search below include these elements to generate useful output.**



## TOPIC

## PROMPT

### Career Path

Act as a career coach for me. I am seeking guidance for a career transition to [Insert your new job title]. Please create a step-by-step guide based on my resume, covering: skill analysis, qualification gaps, new career path suggestion, industry insight, job search strategy, training recommendations, and networking tips. Resume: [Insert your resume here]

### Career Path

Act as a career coach for me. I am seeking career guidance based on my resume. Recommend job titles and industries aligned with my skills and passions. Please provide short descriptions of each role.  
Resume: [Insert your resume or a summary of your skills, interests, and work experiences here]

### Resume Tailoring

Assume the role of a dedicated career counselor. Your objective is to assist me in tailoring my resume to make it stand out to the hiring manager of the [JOB TITLE] position at [COMPANY]. Here's my resume: [Insert your resume or a summary of your skills, education, interests, and work experiences here]. Utilize this information to optimize the resume, emphasizing relevant qualifications and achievements, to capture the hiring manager's attention and increase my chances of landing the desired role.

## TOPIC

## PROMPT

### LinkedIn Headline

Imagine yourself as a seasoned LinkedIn strategist specializing in profile optimization. Using my resume, compose an attention-grabbing LinkedIn headline, limited to 220 characters, that showcases my work experience's essential aspects, utilize the most important keywords. Use a conversational tone, leverage my expertise, work history, and unique skills to craft a headline that sets me apart in my industry and entices visitors to explore my profile further.

Resume: [Insert your resume here]

### LinkedIn About

Act as an expert LinkedIn profile writer, your task is to craft an impactful About section that highlights my expertise and unique skill set. Utilize my work history, education, and certifications to create a concise yet powerful summary, emphasizing my diverse capabilities. Please keep the final version within 200 words. My resume: [Your resume summary here]

### Required Skills

Compile a comprehensive inventory of high-demand skills essential for the [job title] role by drawing insights from the latest job market analysis. Employ this compilation to meticulously construct a potent skills section within the resume, designed to captivate recruiters' attention. It is imperative to accentuate adeptness in these skills while seamlessly integrating quantifiable accomplishments that vividly exemplify the candidate's capabilities.

## TOPIC

## PROMPT

### Cover Letter Writing

Formulate a personalized cover letter tailored to address the specifics of the subsequent job description, incorporating insights from my provided resume. Job description: [paste job description]. Utilize my resume: [paste resume]. Your expertise in aligning the cover letter with the job description and seamlessly integrating details from my resume is crucial to effectively communicate my qualifications and suitability for the role.

### Company Research

I am currently seeking the [Role] position with [Company] in [City]. Provide an all-encompassing dossier about the company, and additionally, offer a SWOT analysis that provides a holistic snapshot of their business landscape. Your insights will be invaluable in enhancing my understanding.

### Company Research

Using the information in my resume, conduct a comprehensive analysis of my industry and professional background, show me a curated list of the top ten best companies for application, all situated in [City]. Offer a detailed enumeration of these companies, substantiating their alignment with my career objectives and skill set, particularly emphasizing the realms in which I can excel. Alongside the company names, provide any pertinent details to optimize my chances of securing an ideal role. Advise me on tailoring my applications to seamlessly align with the distinctive culture and requirements of each organization, ensuring a compelling and personalized approach. For reference, my resume is provided below: [Insert your resume here].

## TOPIC

## PROMPT

### Interviewing

Assume the role of a friendly career advisor. Help me by sharing concise and approachable sample responses to the top ten interview questions frequently asked for the [job title] position within the [industry]. Begin with the most common interview question and its answer, then await until I say "next" to proceed with the subsequent questions and responses.

### Salary Negotiation

Compose an email to my employer with the aim of requesting a salary increase or negotiating a new salary. I'll provide you with details about my current job, existing salary, salary expectations, and pertinent context. The email must maintain a high level of professionalism while succinctly conveying my qualifications and the value I contribute to the company. Your expertise should shine in guiding me on researching salary data and market rates, constructing a compelling case for a salary adjustment or enhanced offer, and effectively addressing potential counterarguments. The email should be well-suited for presentation to a manager or supervisor. My current role is [job position] at [company], with a current total salary of [salary].

