

PROMPT NO.	TOPIC	AI TOOL	PROMPT TEXT
1	Career Path	ChatGPT	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]
2	Career Path	ChatGPT	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]
3	Resume tailoring	ChatGPT	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
4	Resume tailoring	ChatGPT	What are list of transferable skills for a project manager?
5	Resume tailoring	ChatGPT	How do I describe communication skills on a resume?
6	Resume tailoring	ChatGPT	What are top transferable skills for someone transitioning from sales to marketing?
7	Resume tailoring	ChatGPT	Whar are keywords to include in a resume for MBA specific jobs?
8	Resume tailoring	ChatGPT	How to tailor my resume for a marketing manager role?

9	Resume tailoring	ChatGPT	How do I align my resume with a job description for a Finance Manager Role?
10	Resume tailoring	ChatGPT	How to quantify achievements in a Customer Success Manager role?
11	Resume tailoring	ChatGPT	How to organize a resume with a long employment history?
12	Resume tailoring	ChatGPT/Bard	Create a resume that demonstrates how your past experiences and qualifications can transfer to a [specific job or industry], even if you don't have direct experience in that field. Use language that emphasizes your transferable skills, and highlight specific experiences that show how you would excel in the new position.
13	Resume tailoring	ChatGPT/Bard	Write a resume for a [job] that sets you apart from other candidates and showcases your unique abilities and qualifications. Use strong and descriptive language to highlight my skills and accomplishments, and be sure to include relevant education or certifications. Make sure to tailor your resume to the specific requirements of the [position], and consider using bullet points or other formatting techniques to make it more visually appealing and easy to read.
14	Resume tailoring	ChatGPT/Bard	Write a resume for a [job] that showcases your relevant skills and experience, and highlights how you would be a strong fit for the [position]. Be sure to tailor the language and content of your resume to the specific requirements and expectations of the [job and industry], and include specific examples of your achievements and successes. Please highlight any relevant education or certifications and consider including specific examples of your work or projects that showcase your abilities and successes.
15	Resume tailoring	ChatGPT	Based on this job description for a [TITLE] role at [COMPANY], write a resume for my past [X] years of work experience with 3-5 bullet points per role that include metrics and the most important 10 keywords from the job description. My past titles and companies were [X, Y, and Z]. No need to include an objective statement. [Copy/paste the job description.]
16	Resume tailoring	ChatGPT	Based on this job description for a [TITLE] role at [COMPANY], write a resume that highlights relevant skills and achievements that include impact and metrics relevant for the role and the industry.

17	Resume tailoring	ChatGPT	Based on this job description for a [TITLE] role at [COMPANY], write a resume for my past [X] years of work experience with 3-5 bullet points per role that include metrics and the most important 10 keywords from the job description.
18	Resume tailoring	ChatGPT	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.
19	Cover letter writing	ChatGPT	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.
20	Cover letter writing	ChatGPT	How to showcase problem-solving skills in a cover letter?
21	LinkedIn	ChatGPT	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]
22	LinkedIn	ChatGPT	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]
23	Company research	ChatGPT/Bard	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].

24	Company research	ChatGPT/Bard	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.
25	Networking	ChatGPT	What are the best networking events for Finance professionals?
26	Networking	ChatGPT	What are available online platforms for networking in the tech industry?
27	Networking	ChatGPT	Identify Industry-specific networking groups for marketing professionals?
28	Networking	ChatGPT	How to write a LinkedIn connection request for someone in my industry?
29	Networking	ChatGPT	Please help me create an email template for reconnecting with a former colleague?
30	Networking	ChatGPT	Can you give me tips for crafting a personalized message for a potential mentor?
31	Networking	ChatGPT	How to request an informational interview with a professional in my field?
32	Interviewing	ChatGPT	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.
33	Interviewing	ChatGPT	What is the best way to respond to "What is your greatest weakness?"
34	Interviewing	ChatGPT	What is the best way to describe how to describe a time when you resolved a conflict in a professional setting?
35	Interviewing	ChatGPT/Bard	Please help me create a 30-second elevator pitch for a job.
36	Interviewing	ChatGPT/Bard	What are some effective ways to follow up after a job interview?
37	Salary Negotiation	ChatGPT	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]

****SOURCES**

1. <https://aihabit.net/chatgpt-prompts-for-a-job-search/>
2. <https://tipseason.com/chatgpt-prompts-for-resume/>
3. <https://www.tealhq.com/post/great-chatgpt-prompts-for-your-resume>