aigility™
AI for Job Search

© Konstant Change via Marti Konstant **aigility**™ Job Search Prompts

What is generative AI, also known as Gen AI?

Elaborate prompts are not necessary to get results with Large Language Models (LLMs). Think of prompts as a type of coding language that uses natural language. Anyone who writes and talks can create a prompt.

For most applications, you can develop a great prompting strategy by asking the AI to do something in back-and-forth dialogue, clarifying questions and using trial and error**.** This style of prompting with a series of questions is referred to as a chained prompt.

chained prompt:
a series of questions

WORKFLOW

research → strategy → create

- what is customer experience?
- why is customer experience important in financial services industry?
- how is customer experience measured and benchmarked in commercial banking?
- act as a trainer, write objectives for a CX course that introduces what CX is, how CX is measured and the importance it serves for the financial services industry.
- act as an instructional designer, create a training module on best practices CX in commercial banking.

Prompt Examples

Improve a Resume (using Claude)

Following are a series of prompts to get you familiar with feeding in content to AI, getting feedback, and asking clarifying questions. Working with content will also help us work up to creating career brand phrases using AI. This series of prompts uses Claude. You can also do this with ChatGPT if you have ChatGPT4 (the paid version) using a plug-in.

Notice I am not suggesting you write a resume from scratch using AI. It is important to work with individual capabilities in writing a resume. Resume writers are adept at customizing the content that matches your skills. There are also many DIY courses that help job seekers to write their own resumes.

PROMPT 1:
Can you help me improve this resume for a senior marketing role?
[attach resume – works with pdf documents]

PROMPT 2:
Please improve this resume for a [Title of role and type of company –
example: VP Marketing role for a SaaS company] with the following job
description [actual job description]:

- ChatGPT (Open AI) requires a plug-in to review the content. Claude (via Anthropic) does not
  require a plug-in.
- ChatGPT 3.5 is free. Chat GPT 4.0 costs $20/months
- Claude is free for now. Available in US and UK.
- ChatGPT input field is limited to 500 words. Claude allows up to 75,000 words. Don't get too
  confused with the word tokens. 100,000 tokens = 75,000 words.

Comparisons between ChatGPT and Claude (dated August 2, 2023)
Claude vs. ChatGPT: Which AI Chatbot Is Best for Everyday Tasks? https://bit.ly/45ASJfb

PROMPT 3: Please improve the professional background for [title and
type of company, example: a VP of Marketing role at a tech company]
and provide any suggestions for the areas of expertise section of the
resume.

**Interview Answer to Demonstrate Alignment – Can Also be Used as Communication and Outreach
Content. (Claude)**

Prompt 4: Can you help me draft a response to why should we hire you?
by translating my currents skills to be in alignment with this role
[specify role, Example: VP Marketing Role for a SaaS company]. Include
typical responsibilities of a senior tech marketing executive. Give me
5 responses.

- Customize and edit responses. Your personality and interest must come through.
- Never cut & paste Chatbot responses as it will not sound like YOU! Always customize and
  remember that you are the pilot and the LLM/chatbot is the copilot.

PROMPT 5:
Please refer to my resume to pick out specific examples to demonstrate
my relevance to the role of [state role and type of company, Example:
VP of Marketing for Tech SaaS company]

PROMPT 6:
Please improve this resume for a [role, type of company, Example: VP
Marketing role for a SaaS company] with the following job description:
[copy and paste job description]

Resume Rewrite to Emphasize Transferrable Skills

PROMPT 7:
Please help me improve this operations resume for a [role of your choice, Example VP Marketing role for a SaaS Company] with the following job requirements:

Interview Answer to Demonstrate Alignment – Can Also be Used as Communication and Outreach Content. (Claude)

PROMPT 8:
Help me answer the question "why should we hire you?" by emphasizing my transferable skills and outcomes from job experience. Add any other emphasis that can answer "why me?" Please also come up with a brand phrase.

Create Memorable Career Branding and Conversation Statements:

Prompt 9: In reviewing the attached content [resume document, about section of LinkedIn, recommendations section on LinkedIn, strengths statements, etc.],

Act like a creative brand strategist who will derive character traits and stories to create a clever branding statement that is different and memorable. Suggest a play on words or a clever combination of words and talents. 6-12 words. Know that I want to emphasize marketing competencies, yet also refer to how operations background is applicable for this role. Refer also to the job description provided.

Please construct statement like:

"I _____ or

"People rely on me when _____" or

"I am the person on the team who _____."

If you want more ideas, request 10 more or 20 more. You can ask for to the tone to be clever, humorous, or serious. You can also constrain in by number of words or paragraphs.

PROMPT 10:
Create 10 more with a play on words.

PROMPT 11:
Create 10 more with a serious tone, 10-12 words.

Interview Prep:

Start by asking a question to get more information on types of questions:

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PROMPT 12:
What are the top questions asked in an interview for a [role
description with as much detail as you want, Example: VP of
Marketing role for a SaaS company]? Can you also offer a few
behavioral questions? give me 10-15 questions and provide
reasonable answers.

PROMPT 13:
Let's conduct a mock interview for a VP of Marketing role for a
SaaS company. please include questions about marketing and
behavioral questions.

PROMPT 14:
Can we do this again, with you posing as the interviewer. please
ask me 1-2 questions, allow me to answer the question, and then
give me feedback on my answer. Can you do that?
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Research a Topic to Prepare for a Conversation or Interview

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Explain the idea of [a topic, Example: customer experience] in
its simplest terms possible as if teaching it to a complete
beginner. I am teaching the topic to bankers.  Identify gaps in
my understanding and suggest resources to fill them.
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Looking for a Speaker or Trainer Who Inspires AI Action?

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