

AI PROMPT SAMPLE

Resume

- Let's begin by asking [ChatGPT](#) for help to create an ATS ([Applicant Tracking System](#)) friendly resume: How to create an ATS friendly resume.
- Review my resume and recommend 5 specific changes to optimize it for ATS. [Paste the job description and resume]
- Please review and edit these resume bullets on my resume [Paste bullets].



You

How to create an ATS friendly resume



ChatGPT

Creating an Applicant Tracking System (ATS) friendly resume is crucial for increasing your chances of getting noticed by employers. ATS is software used by many companies to automate the initial stages of the hiring process, and it scans resumes for keywords and relevant information. Here are some tips to make your resume ATS-friendly:

1. Use a Simple Format:

- Stick to a clean, professional layout.
- Avoid using images, graphics, or elaborate formatting as ATS may have difficulty parsing such elements.

2. Use Standard Fonts:

- Choose standard, easily readable fonts like Arial, Calibri, or Times New Roman.
- Use a font size between 10 and 12 points.

3. Include Relevant Keywords:

- Tailor your resume for each job application by including keywords from the job description.
- Use industry-specific terms, skills, and qualifications.

4. Use Standard Section Headings:

- Keep your section headings clear and standard (e.g., "Work Experience," "Education," "Skills").
- This helps the ATS to categorize your information accurately.

5. Avoid Graphics and Special Characters:

- ATS may struggle with graphics, tables, and special characters. Stick to standard bullet points and text.

6. Include a Skills Section:

- Create a separate section for key skills relevant to the job. Use a bulleted list to highlight your

Message ChatGPT...



Cover Letter

- Let's ask [ChatGPT](#): Can you please tell me what information and details you would need from my end to create the most effective cover letter for me?
- Draft a 4-paragraph cover letter in a professional tone for [job title] using my resume and job description. [Paste the resume and the job description]
- To review or refine a draft cover letter: Please review and edit my cover letter for the [job title] position at [company]. [Paste the job description and your cover letter]
- Additional Cover Letter Resources: [How to Write A Cover Letter Using ChatGPT](#); [ChatGPT Prompts for Cover Letter](#)

Do not submit fully AI generated content as your own without reviewing and rewriting it!



You

Can you please tell me what information and details you would need from my end to create the most effective cover letter for me?



ChatGPT

Certainly! To create an effective cover letter tailored to your needs, I would need the following information:

1. **Job Description:** Provide the job title and a detailed description of the position you are applying for. This will help me understand the specific requirements and qualifications the employer is seeking.
2. **Your Resume/CV:** Share your current resume or CV so that I can review your work experience, skills, and accomplishments. This will enable me to highlight relevant details in your cover letter.
3. **Key Achievements:** Identify any specific achievements or accomplishments in your career that you want to emphasize. This could include successful projects, awards, recognitions, or any other notable contributions.
4. **Company Information:** If you have information about the company you're applying to (values, culture, goals), share it. This will help me align your cover letter with the company's values and demonstrate your understanding of their business.
5. **Your Skills and Strengths:** Outline your key skills and strengths that are relevant to the job. This could include technical skills, soft skills, and any other attributes that make you a strong fit for the position.
6. **Why You Want the Job:** Explain your motivation for applying to this particular position and company. What aspects of the job or the company culture appeal to you?
7. **Contact Information:** Include your full name, address, phone number, and professional email address. If you're sending a digital cover letter, make sure to provide your LinkedIn profile if you have one.

Message ChatGPT...



Interviewing

- Let's ask [Claude AI](#): What are the best tips to prepare for an interview?
- I'm interviewing for [a role] at [company name]. Generate 10 interview questions based on the job description. [Paste the job description]
- Provide me with five behavioral questions based on this job description.
- I'm interviewing for a [job title] at [company] and expect to be asked [type a question here]. How can I best answer the question with a STAR method example? [Paste your resume]
- I'm interviewing for [job title] at [company] and know nothing about the company. What do I need to know about them for my interview?

After the interview, send an email:

- Draft a thank-you email for my interview for the [role title] position at [a company name]
- Draft a brief follow-up email asking if there have been any updates in the hiring process.

What are the best tips to prepare for an interview?

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Here are some of the top tips for interview preparation:

1. Thoroughly research the company and role. Understand the company's mission, values, products/services, and challenges. Study the role's responsibilities and qualifications in depth.
2. Practice answering common interview questions. Anticipate the types of questions you may be asked and practice responses using the STAR method (Situation, Task, Action, Result).
3. Prepare examples and stories to showcase important skills needed for the role. Choose relatable anecdotes that highlight times you demonstrated key abilities.
4. Plan relevant questions to ask the interviewer that demonstrate your interests and engagement. Inquire about challenges, initiatives, culture, professional development opportunities, etc.
5. Review your resume and key talking points to refresh yourself on your background. You may even be asked to walk through parts of your resume.
6. Dress professionally and appropriately for the organization's culture. Consider a practice video interview.
7. Sleep and eat well. Being rested, hydrated, and nourished helps energy, focus, and mental sharpness.

Networking

- Let's ask [ChatGPT](#): Provide tips for job seekers on networking.
- Draft a personalized LinkedIn message to connect with professionals, expressing shared interests and mutual connections.
- Create a LinkedIn message requesting an informational interview with a [industry] professional to seek career advice and insights.
- Craft a concise LinkedIn bio summarizing my skills, expertise, and professional brand.
- Write a short, engaging elevator pitch using my resume details.



You

provide tips for job seekers on networking



ChatGPT

Networking is a crucial aspect of a successful job search. Here are some tips for job seekers on effective networking:

1. Define Your Goals:

- Clearly, define your career goals and the type of opportunities you are seeking. This will help you target your networking efforts more effectively.

2. Build a Strong Online Presence:

- Create and optimize your LinkedIn profile. Ensure it reflects your professional experience, skills, and career aspirations.
- Actively engage in relevant LinkedIn groups and follow companies of interest.

3. Attend Networking Events:

- Attend industry conferences, seminars, workshops, and networking events. These are great opportunities to meet professionals in your field and expand your network.

4. Utilize Alumni Networks:

- Connect with alumni from your school or university. Many alumni are willing to help fellow graduates, offering insights, advice, and sometimes even job leads.

5. Informational Interviews:

- Request informational interviews with professionals in your industry. Use these meetings to learn more about their career paths, seek advice, and potentially uncover job opportunities.

6. Be Genuine and Authentic:

- When networking, be yourself. Authenticity builds trust, and people are more likely to help you if they see you as genuine.

7. Give Before You Receive:

- Networking is a two-way street. Offer your assistance, insights, or support to others in your network. This can create a reciprocal relationship and build stronger connections.

The Career Center is here to provide you [Drop-In Advising](#) and [One-on-One Appointments](#). if you have questions about AI in the job search or any career related questions. Please note that the Career Center does not endorse the effectiveness of these AI tools, and users should take their own discretion when utilizing them.