GPT Prompts for Job Search Success

Updated 11/25/2024

*Due to ongoing updates to the GPT Models your prompt output may vary

Application	Example Prompt
Company Research	I want you to act as a corporate researcher. Tell me about the company (Insert). For example, how many employees do they have, what is their vision and mission, who is their CEO, what NAICS Codes are they registered under? Include other key information to help orient me to their business. Provide the information in bullet points
Track a public company's historic growth	Create a table comparing the following companies: (Insert Company X, Y & Z). Show historic sales evolution from 2018-2021 in US Dollars. In the rows show each year. Include Columns for each year that show the Gross Margin $ and Gross Margin % Include Columns for each year that show the Gross Margin $ and Gross Margin %
Create a SWOT for your target company	In tabular form create a SWOT for {Insert Company name}
Research Trends for an Industry	what are emerging trends that are happening in the {Insert} industry
Find Private Equity Companies that are focused in your sector	Create a list in tabular form of 10 Private Equity firms that specialize in the [insert] sector. Include a column showing the companies they invest in and another column with a link to their website. Include a column that shows the location of the firm's corporate headquarters.
Research role Requirements	Job Title: {Insert} Industry: {Insert} What do companies look for when interviewing candidates for the job title above in the above industry.
Have ChatGPT write your cover letter	I want you to write a professional cover letter with a maximum length of 275 words. Please analyze the following job description {Insert JD}. Please utilize the below resume to customize the cover letter to the job description. {Insert Resume}

Resume Bullet Improvement	you are an expert resume writer with over 20 years of experience I will share a bullet point I have on my resume your task is to rewrite the bullet point using this structure I accomplished X by the measure y that resulted in z use compelling language and keep the bullet point within 50 words. here's my bulletpoint : (insert your bullet point)
Resume finetuning Step 1. Identify resume gaps against a job description	I want you to act as a corporate talent recruiter. I am going to give you a resume and a job description. I want you to compare the two and identify any potential gaps that should be explored in the interview. Do you understand?
Resume finetuning Step 2. Resume Headline Alignment	"Based on the Job Description please identify the top 8 key headline words that I should include in my customized resume. Please put list these in order of importance"
Resume finetuning Step 3. Highlighting Key Experiences	"Based on the Job Description please suggest key experiences and achievements from my resume that I should highlight when customizing"
Resume finetuning Step 4. Hardskill Word Count	"What are the most frequently used Hard-skill keywords in the job description? please list and provide a count of how often they appear in the job description. Then provide a count of how many times they appear in my resume. Please output this in tabular form. Be honest. Do not hallucinate or make up. Do not do a quick scan. Analyze thoroughly." *ChatGPT often bad at counting*
Resume finetuning Step 5. Tweak Professional Summary	1. "Based on the job description, my strengths and any gaps how I should customize my professional summary in <60 words." 2. Optional "Ensure you mention my x, y, z experience"
Optimize Linkedin About section to make it easy for recruiters to scan.	"Imagine you are a Linkedin Expert with over 20 years of experience helping me to craft my "About" section. I will provide you with my resume to help you create 3 distinct sections no

	more than 2600 characters. Structure the About section in 3 parts: 1) The first paragraph: This should summarize who I am, what I do, and how I can help, using clear and direct language. 2) Second section: Include 3 to 5 bullet points that showcase my key accomplishments or quantified success, placing them in order of importance to my brand. Keep these short and focused. 3) Call to Action (CTA): The final section should include a clear CTA, telling readers what I am looking for and encouraging them to connect with me. Be specific about the kind of role I am seeking and where I would like to work. Keep paragraphs short: Use paragraphs that are no more than four lines each. Write in the first person: Make my "About" section warm and friendly by writing in the first person to help create a personal connection with the reader." [Paste or attach resume]
Teach ChatGPT your writing style.	ChatGPT I want you to learn my writing style from the following content: [Paste a sample of your writing, i.e. a cover letter that you have created yourself]
Summarize Job Description	Highlight the 5 most important skills in the job description. {Insert the job description}
Brainstorm Common Interview Questions	Job Title: {Head of Social Media Marketing}

	You are a job interview coach. What are the 10 most common interview questions companies ask when interviewing for the above job?
Optimize Response (to question above)	Include more measurable metrics. Make the answer more relevant to the job description.
Use Advanced Voice feature to interview you with a specific DISC personality style	[Activate Voice Mode and speak the following prompt] Imagine that you are interviewing a candidate for the role of [insert role] in the [insert industry] Industry. Please use the DISC personality model and assume the interview style of someone with a [insert DISC style ex: D] personality. Do you understand?
Draft Response to Questions	Job Title: {Head of Social Media Marketing} Interview Question: { example: Why are you applying for the role of head of social media marketing} You are an interview coach and are helping me to apply for the above role. Write an interview answer to the above question and tailor the answer to my own background and experience based on my resume. Use examples from the resume to demonstrate my skills and reflect on the experiences and say what I learned in each previous role. Here is my resume: {Insert Resume}

Simulate an Interviewer	Please analyze the following job description {Insert}
	I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the {Insert} position. I want you to only reply as the interviewer. Do not write all the conversation at once.
	I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers.
Act as Interview Coach	I want you to act as an interview coach who specializes in helping people prepare for job interviews. Only respond to me as if I am one of your clients who is seeking advice. Your tone should be friendly, kind, supportive, and thoughtful. Lean into being direct when it is important information. In total, ask me four to six distinct questions to gather information about the interview I'm preparing for and to learn about my strengths and weaknesses and what I need to work on ahead of the interview. Gather this information from all questions before summarizing my issue. Only ask one question at a time and take my responses to those questions into account when asking your next question. After my response has been submitted, ask the next question (and wait for my reply to ask the next one). After each response, summarize what you are hearing to make sure you understand me before asking your next question. Once you have received all of my responses, summarize the issue from my perspective and provide a 4-week interview preparation plan tailored to me and my specific job interview that addresses the issue.
Ideal Role based on Clifton Strengths	Describe a [job role title] (including specific strengths and weaknesses) who has these CliftonStrengths strengths: [strategic], [ideation], [intellection], [connectedness], [relator]

Develop your personal Branding Statement in 10 words or less.	Part 1 Prompt: Through a series of questions and self-reflection identify 6-8 words or phrases that capture my unique professional brand. These words or phrases should effectively communicate my skills, strengths, and values. Ask me these questions one at a time. when you are finished, please analyze my responses to create the 6-8 words or phrases. Part 2 follow-up prompt: ChatGPT pretend to be a career coach helping me to craft 5 creative and unique branding statements. The statements should begin with an "I am", "I do", or "I help" statement. Each one should be less than 10 words and should be based on the following skill set: [Insert words from part 1 above]
Have ChatGPT write longer-format content> 500 words	I want you to write a story on (Insert Subject). In total the length will be 3000 words, but we are going to write it in 8 sections. Please start by creating an outline for me to approve. Once approved we can proceed with writing the 8 chapters. Do you understand?
Ask ChatGPT/ Bing to extract and organize key content from your ZOOM meeting chat.	Please extract the following from the attached zoom meeting chat: Name, Industry, Linkedin profile address, email address, telephone number. Please output in tabular form. Here are the notes (copy and paste ZOOM chat)
Have ChatGPT write a short-format Blog post.	Please pretend to be a professional Blogger in the (Insert Sector/Industry) Industry. Please write a 500-word Blog that is optimized for SEO on the subject of (Insert Subject) Do not hallucinate and please cite your sources
Have ChatGPT write longer-format content> 500 words	I want you to write a story on (Insert Subject). In total the length will be 3000 words, but we are going to write it in 8 sections. Please start by creating an outline for me to approve. Once approved we can proceed with writing the 8 chapters. Do you understand?
Create STAR Stories	I want you to act as an interview coach who specializes in helping people prepare for job interviews. Only respond to me as if I am one of your clients who is seeking advice. Your tone should be friendly, kind, supportive, and thoughtful. Lean into being direct when it is important information. In total, ask me 5 distinct questions to gather information to help me craft my STAR stories for an upcoming interview Gather this information from all questions before summarizing and crafting a final narrative. Only ask one question at a time and take my responses to those questions into account when asking your next question. After my

	response has been submitted, ask the next question (and wait for my reply to ask the next one). After each response, summarize what you are hearing to make sure you understand me before asking your next question. The first question is "What Skill are you demonstrating?". The other 4 questions should be structured around the STAR story format, for example, you would ask me about a specific situation where I demonstrated the skill. Once you have received all of my responses, compile them into a final, cohesive narrative, incorporating transitional phrases for enhanced storytelling flow. Do you understand?
Landed? Now plan your strategy for the first 90 days	Assist me in creating an onboarding plan for the first 90 business days in my new role as (Insert Title) in my new organization, focusing on (add key details of your role and responsibilities). The plan should be based on the principles and concepts from the book 'The First 90 Days' by Michael Watkins, with a particular focus on the onboarding checklist including business orientation, stakeholder connection, expectation alignment, and cultural adaptation. The plan should also consider the challenges including (add specific challenges i.e. loss or organization knowledge due to office relocation)
Find Job /Salary Data from the Bureau of Labor and Statistics	Step 1 * Go to GPT store within ChatGPT interface * Use Search bar to find "U.S. Bureau of Labor & Statistics
Step 2- Find out how roles are classified	Prompt 1 List the different roles for {insert your functional area i.e. HR} listed in your database with a one sentence description
Step 3- Search a salary across industries for your metro area/state	Prompt 2 Extract the median annual salary by industry sector for {insert role from prompt #1} in {insert your metro area or state} in 2023. Be sure to include all industry sectors. Output in table format and sort from highest to lowest. Include columns for annual salary in the 75% percentile and 90% percentile. Please be sure that all data utilized is from the US Bureau of Labor Statistics.
Help in prepping for Discovery/Networking call	Imagine that you are a networking expert helping me to prepare for an upcoming discovery call. Please follow the following steps: 1. Analyze the attached Linkedin Profile and create a brief overview of the individual including a snapshot of the work history, functional area, industries worked and career highlights. Keep this information extremely concise and to the point. 2.

	Identify 5 companies in their local geography that are in the same industry or share the same NAICS code. 3. Analyze their Linkedin posting activity. Categorize the types of posts they create and identify the top post with the most engagement. Identify potential affinity points for discussion. [attach contact's LinkedIn Profile PDF] [attach contact's LinkedIn Post history PDF]