

ChatGPT – Prompts for Job Seekers

Helpful Features:

- **Optional Paid Subscription to ChatGPT (\$20/Month)**
- **ChatGPT Mobile App**
- **Current Resume**

Leveraging ChatGPT for Resume Enhancement: One of the remarkable ways AI aids in job searches is by optimizing resumes, enhancing visibility to recruiters and Applicant Tracking Systems (ATS).

Prompts for Resume Improvement:

- "Review & Highlight Skills: Can you review my resume and suggest ways to better highlight my key skills and experiences?"
- "Tailoring for Specific Jobs: I'm applying for a [specific job title]. How can I tailor my resume to better match the job requirements and showcase my relevant experience?"
- "Customization Assistance: I'm applying for the following position, and this is my resume [paste job description and resume into ChatGPT]."
- "Marketability Highlight: Please highlight what makes me most marketable for this job."
- "Gap Identification: Identify my gaps."
- "Bullet Improvement: Please review my bullets and help me improve them to make me a better fit for the job advertisement I shared."
- "Bullet Reordering: Can you reorder my bullets to bring the most relevant to the top of each job advertisement?"
- "Summary Statement Review: Can you review my summary statement – what changes are needed? Can you review and improve it?"
- "Industry or Role Customization: Can you help me customize my resume for different industries or roles?"
- "Achievement Quantification: What are some ways I can quantify my achievements and contributions on my resume?"
- "Transferable Skill Highlighting: Can you help me highlight my transferable skills and relevant accomplishments?"
- "Proofreading Assistance: Can you review my resume for spelling and grammar errors?"
- "Clarity and Coherence Feedback: Can you provide feedback on the overall clarity and coherence of my resume?"

- "Industry-Specific Advice: I'm applying for a job in [specific industry]. Can you provide industry-specific advice on how to improve my resume?"
- "Keyword Inclusion: What are some industry-specific keywords or terminology I should include on my resume to make it more relevant?"

Prompts for Interview Preparation:

- "What are some common interview questions I should be prepared to answer?"
- "Can you provide tips on crafting effective responses to interview questions?"
- "Mock Interview Setup: How can I set up a mock interview session with ChatGPT to practice my interview skills?"
- "What information should I know about the company before the interview?"
- "Can you provide tips on networking before or after the interview?"
- "How can I improve my body language during interviews to convey confidence?"
- "What strategies can I use to manage interview nerves and stay calm under pressure?"
- "What is the best way to follow up after an interview to express gratitude and reiterate interest?"
- "Provide ChatGPT with job descriptions for the positions you're applying for."
- "Ask for assistance in customizing your responses to highlight your relevant skills and experiences for each specific role."
- "Ask ChatGPT to generate a list of common interview questions tailored to your industry or job role."

Additional Features with Paid Subscription (\$20/Month):

- **Interactive Mock Interviews:** Upgrade to the paid version to have interactive conversations with ChatGPT for detailed mock interview feedback.
- **Mobile App:** Access ChatGPT's features conveniently on the go with the mobile app.

Salary Range & Compensation:

- "Can you provide insights into salary ranges for [specific job titles/roles] in [location]?"
- "Where can I find information about benefits and compensation packages offered by companies in [industry/field]?"

Job Search:

- "Can you help me find job openings in [industry/field]?"
- "I'm looking for job opportunities in [location]. Can you assist me in finding relevant positions?"

- "What are some websites or job boards where I can search for job listings?"
- "I'm relocating to [city/country]. Can you help me find job opportunities in that area?"
- "I'm seeking remote work opportunities. Can you assist me in finding remote job listings?"
- "I'm exploring career options. What are some different job titles that align with my skills in [specific field]?"
- "Are there any related job roles with different titles that I should consider?"
- "I'm interested in exploring different job opportunities. Can you suggest alternative titles for roles in [industry/field]?"
- "Could you recommend job titles that are commonly used interchangeably with [specific job title]?"