

# CHATGPT PROMPTS FOR JOB HUNTING



## RESUME WRITING

- Develop a resume emphasizing skills and experience relevant to [JOB TITLE], incorporating feedback from [INDUSTRY EXPERTS/MENTORS].
- Create a resume for [JOB TITLE] highlighting leadership experience and project management skills, using examples from [SPECIFIC PROJECTS]. Build a resume tailored for a career change, focusing on transferable skills and experience relevant to [NEW JOB TITLE].
- Update an existing resume to be more aligned with current industry trends for [JOB TITLE], emphasizing [SPECIFIC SKILLS/EXPERIENCES].
- Write an appealing resume for a creative industry position [JOB TITLE] at [COMPANY], showcasing design skills and creativity. Craft a resume for the position of [TITLE], using this [JOB DESCRIPTION] as a guide.
- Based on [JOB DESCRIPTION] at [COMPANY], develop a resume that highlights impactful achievements and relevant metrics. (Additional templates as previously listed)



## NETWORKING

- Develop a step-by-step networking plan for breaking into [INDUSTRY], focusing on both online and in-person strategies.
- Create a personalized networking strategy for an introvert, emphasizing low-pressure techniques in [SPECIFIC INDUSTRY].
- Outline a networking approach for senior professionals in [INDUSTRY], focusing on mentorship and leadership roles.
- Develop a strategy for leveraging alumni networks for career advancement in [INDUSTRY].
- Provide a guide for the effective use of LinkedIn for networking and job searching in [INDUSTRY].
- Formulate a strategy for [SPECIFIC INDUSTRY], detailing effective methods to forge valuable connections.



## CAREER PIVOT

- Outline steps to transition from a career in [CURRENT FIELD] to [NEW FIELD], focusing on skills assessment and industry research.
- Provide a strategy for leveraging volunteer work and personal projects in transitioning to [NEW CAREER FIELD].
- Develop a plan for gaining relevant industry experience through internships or part-time roles when pivoting to [NEW FIELD].
- Offer guidance on how to use online courses and certifications to aid in a career pivot to [NEW FIELD].
- Create a roadmap for networking and informational interviews to facilitate a career change into [NEW FIELD].
- Identify transferable skills for transitioning from [FIELD] to [JOB TITLE] at [COMPANY] and strategies to highlight them in interviews.

## SALARY NEGOTIATION



- Provide a script for negotiating a higher salary for [JOB TITLE] at [COMPANY], considering industry standards and personal achievements.
- Outline strategies for researching and determining a competitive salary range for [JOB TITLE] in [INDUSTRY].
- Develop a plan for communicating the value of unique skills and experiences during salary negotiations for [JOB TITLE]. Offer tips for handling counteroffers and salary negotiations with confidence for a position at [COMPANY]. Guide on negotiating additional benefits and flexible work arrangements as part of the salary negotiation for [JOB TITLE]. Guide a recent graduate in [FIELD] on approaching salary discussions for a [JOB TITLE] role at [COMPANY], balancing academic achievements and limited practical experience.

## INTERVIEW PREPARATION



- Highlight key skills and experiences to focus on during an interview for [JOB TITLE] at [COMPANY].
- Review my [RESUME] and suggest points to emphasize in an interview for [JOB TITLE] at [COMPANY].
- Assess my [COVER LETTER] and advise on key aspects to discuss in an interview for [JOB TITLE] at [COMPANY].
- As an interviewer for [JOB DESCRIPTION], formulate [X] relevant interview questions.
- In the role of interviewer for [JOB DESCRIPTION], discuss hiring criteria and expectations.
- Conduct a mock interview for [JOB DESCRIPTION], offering feedback and guidance.
- Prepare for showcasing [SKILLS] in an interview for [JOB TITLE] at [COMPANY], as outlined in [SECTION OF JOB DESCRIPTION].
- Advise on responding to [INTERVIEW QUESTION] for a position as [JOB TITLE] at [COMPANY].
- Anticipate potential interview questions for a role at [COMPANY DESCRIPTION] and strategies for answering them.
- Prepare for an interview with [INTERVIEWER ROLE] at [COMPANY DESCRIPTION] for [JOB TITLE], focusing on likely questions and responses.
- Research key information about [COMPANY] when interviewing for [JOB TITLE] with no prior knowledge of the company.
- Expect and prepare for typical interview questions for [JOB TITLE] at [COMPANY DESCRIPTION].
- Identify and elaborate on the competencies and skills listed for [JOB TITLE] at [COMPANY] and how my previous experience at [PREVIOUS COMPANY] aligns with these requirements.
- Evaluate my responses from the perspective of [COMPANY]'s core values to assess my fit within their culture, particularly in relation to [SPECIFIC COMPANY VALUE].

## JOB MARKET ANALYSIS

- Conduct a comprehensive analysis of emerging trends in [SPECIFIC INDUSTRY/SECTOR], identifying potential career opportunities and necessary skills for the next [TIME FRAME].
- Examine the impact of recent technological advancements on the job market for [SPECIFIC JOB ROLE], detailing how professionals in this role can adapt and thrive.
- Analyze the current level of competitiveness in the job market for [SPECIFIC FIELD], including factors such as entry barriers, skill requirements, and average experience levels of candidates.
- Perform a skills gap analysis for [SPECIFIC INDUSTRY/SECTOR], identifying high-demand skills that are currently undersupplied in the job market and proposing ways for job seekers to acquire these skills.
- Investigate how automation and artificial intelligence are expected to transform job prospects in [FIELD/INDUSTRY] over the next decade, highlighting roles likely to experience growth versus those at risk.
- Assess current salary trends for [SPECIFIC ROLE] across different regions and company sizes, and develop negotiation strategies for job seekers to maximize their compensation packages.

## PROFESSIONAL DEVELOPMENT PLANNING

- Reflect on my current professional skill set and identify key areas for growth relevant to advancing my career in [INDUSTRY/SECTOR]. Plan a step-by-step approach for acquiring these skills over the next [TIME FRAME].
- Outline specific, measurable, achievable, relevant, and time-bound (SMART) professional goals for the next [1/3/5] years, considering my career aspirations in [FIELD/INDUSTRY]. Include strategies for achieving these goals.
- Develop a comprehensive plan to incorporate feedback from my [MOST RECENT PERFORMANCE REVIEW/360 FEEDBACK SESSION] into my professional development, detailing actions, resources needed, and timelines.
- Create a roadmap for pursuing professional certifications or further education that can enhance my career prospects in [FIELD/INDUSTRY], considering current qualifications and the future direction of the industry.
- Construct a plan to stay adaptable and prepared for future trends and changes in [MY INDUSTRY], including continuous learning channels, innovation-focused initiatives, and flexibility in career planning.

## AI TOOLS FOR JOB SEEKERS

### RESUME.IO



An AI-driven resume builder that assists in crafting professional resumes tailored for your desired job.

### INTERVIEW PREP AI



A virtual interview simulation app, providing realistic practice to hone your interviewing skills.

### REZI



An AI-enabled resume creator focused on automating the development of effective and hireable resumes.

### CAREERFLOW.AI



An innovative job search assistant powered by AI, designed to optimize your job-hunting strategies.

### JOBS CAN



An AI tool tailored for enhancing your resume and cover letter, aligning them closely with specific job listings.