



# GPT Prompts for Job Search Success

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Application	Example Prompt	Prompt Performance Grade		
		B+	C+	C+
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, how much capital have they raised, what is their vision and mission, who is their CEO? Provide the information in bullet points	B+	C+	C+
Track a public company's historic growth	Please create a table detailing the growth of {Insert Company} in US dollars from 2015-2021. Table columns should include sales volume and growth %	A-	B-	C
Create a SWOT for your target company	In tabular form create a SWOT for {Insert Company name}	A	A	A+
Research Trends for an Industry	what are emerging trends that are happening in the {Insert} industry	A+	A	A-
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 firms corporate headquarters.	A-	C	D

Research role Requirements	<p>Job Title: <b>{Insert}</b></p> <p>Industry: <b>{Insert}</b></p> <p>What do companies look for when interviewing candidates for the job title above in the above industry.</p>	A	C	A
Have ChatGPT write your cover letter	<p>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. <b>{Insert Resume}</b></p>	A-	B	C+
Teach ChatGPT your writing style.	<p>ChatGPT I want you to learn my writing style from the following content: <b>[Paste a sample of your writing, i.e. a cover letter that you have created yourself]</b></p>	A	F	B+
Summarize Job Description	<p>Highlight the 5 most important skills in the job description</p>	A	C-	B+

	{Insert the job description}			
Brainstorm Common Interview Questions	<p>Job Title: {Head of Social Media Marketing}</p> <p>You are a job interview coach. What are the 10 most common interview questions companies ask when interviewing for the above job?</p>	A	A	B-
Draft Response to Questions	<p>Job Title: {Head of Social Media Marketing}</p> <p>Interview Question: Why are you applying for the role of head of social media marketing</p> <p>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.</p>	C +	C+	A-

	Here is my resume: {Insert Resume}			
Optimize Response(to question above)	<p>Include more measurable metrics</p> <p>Make the answer more relevant to the job description</p>			
Simulate an Interviewer	<p>Please analyze the following job description {Insert}</p> <p>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.</p> <p>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.</p>	A	F	F

Act as Interview Coach	<p>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.</p> <p>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.</p> <p>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.</p>	A	C	F

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]	A	B	B+