FREE · READDIGIT

10 Free ChatGPT Prompts for Your Job Search

Resume, cover letter, LinkedIn, interview and salary. Copy, fill the [BRACKETS], paste.

Fill in the parts in [BLUE BRACKETS] with your real details. Never invent experience, and remove private data (ID numbers, address, bank details) before pasting.

01 Turn my experience into job titles · Find the right jobs

> I have [YEARS] years of experience in [FIELD/ROLES]. My strongest skills are [SKILLS] and I enjoy [TASKS YOU LIKE]. Suggest 8 job titles I could apply for in the US, from closest match to stretch roles. For each, give the typical responsibilities, 3 keywords to search on job boards, and what I'd need to learn to qualify.

02 Tailor my resume to a job · Resume

> Here is my resume: [PASTE RESUME]. Here is the job post: [PASTE JOB POST]. Rewrite my summary and bullet points so they match this job's keywords and priorities. Do not invent anything that isn't in my resume. Show the changes in a before → after list.

03 Turn duties into achievements · Resume

> Rewrite these resume bullets so each one shows an action and a result, using numbers where I can honestly estimate them: [PASTE BULLETS]. If a number is missing, ask me a question instead of guessing.

04 Write a resume summary · Resume

> Write 3 versions of a 2–3 line resume summary for a [TARGET ROLE] with [YEARS] years of experience in [FIELD]. Key strengths: [STRENGTHS]. One version confident, one warm, one very concise.

05 Cover letter from a job post · Cover letters

> Write a cover letter for this job: [PASTE JOB POST]. My background: [PASTE RESUME OR 5 KEY POINTS]. Keep it under 250 words, open with why this company and role, use 2 specific achievements that match their needs, and end with a confident, polite call to action.

06 LinkedIn headline · LinkedIn profile

> Write 10 LinkedIn headlines (under 220 characters) for a [TARGET ROLE] with skills in [SKILLS]. Mix keyword-focused and value-focused versions. Avoid buzzwords like 'passionate' and 'guru'.

07 Message to someone at a company · Networking & referrals

> Write a LinkedIn connection message (under 300 characters) to [NAME], a [THEIR ROLE] at [COMPANY]. I'm interested in [ROLE / TEAM]. Mention [SOMETHING SPECIFIC ABOUT THEM OR THE COMPANY] and ask a small question, not for a job.

08 Mock interview · Interview preparation

> Act as a hiring manager interviewing me for [ROLE] at [COMPANY / TYPE OF COMPANY]. Ask me one question at a time, wait for my answer, then give short feedback on content and clarity before the next question. Ask 8 questions total, mixing behavioral and role-specific ones.

09 Tell me about yourself · Interview preparation

> Write a 60–90 second answer to 'Tell me about yourself' for a [ROLE] interview. Use the present-past-future structure. My background: [KEY POINTS]. Make it conversational.

10 Negotiate an offer by email · Salary & offers

> I received an offer for [ROLE] at [SALARY]. Based on my research, I'm aiming for [TARGET]. Write a warm, confident email asking for [TARGET], with 2 reasons based on my experience: [REASONS].

Want all 104 prompts?

The full **ChatGPT Job Search Prompt Pack** covers every step: finding the right jobs, resume, cover letters, LinkedIn, networking and referrals, applications, interview practice, after the interview, salary negotiation and special situations (career change, no degree, layoffs, returning to work).

Plus a 30-day job search plan and a printable application tracker.

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