

100 AI Prompts for Job Seekers

CV, Cover Letter, Interview, LinkedIn and Salary Negotiation. Copy, paste, customize, get hired.

Welcome

Finding a job is hard enough without staring at a blank page. This pack gives you 100 ready-to-use prompts that you can paste into ChatGPT, Claude, Gemini or any AI assistant to write better documents, prepare better answers and move faster.

How to use this pack

- Pick a prompt from the section you need.
- Replace everything in [square brackets] with your own details. The more specific you are, the better the result.
- Paste the prompt into your AI assistant and read the answer critically.
- Ask follow-ups: 'make it shorter', 'more confident', 'use simpler words', 'give me 3 more options'.
- Always check the final text. Facts, dates and numbers must be 100% true to your real experience.

5 tips for better results

- **Give context.** Paste your CV and the job description every time.
- **Set a role.** Start with 'Act as an experienced recruiter in [industry]'.
- **Set limits.** Ask for word counts, tone and format.
- **Iterate.** The second and third answers are usually the best.
- **Never invent facts.** AI helps you say it better. It cannot replace the truth.

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Part 1: CV and Resume Prompts

Build a CV that gets past the software and impresses the recruiter.

1	Write a professional CV summary (3 sentences) for a [job title] with [X] years of experience in [industry]. Highlight [key skills] and my biggest achievement: [achievement].
2	Turn these job duties into strong achievement-focused bullet points that start with action verbs: [paste duties].
3	Rewrite this CV bullet point to include a measurable result (numbers, percentages, time or money saved): [paste bullet].
4	Compare my CV with this job description and list the 10 most important keywords I am missing. CV: [paste]. Job description: [paste].
5	Rewrite my CV so it passes applicant tracking systems (ATS) for this role without changing any facts: [paste CV]. Job title: [title].
6	I have no work experience. Create a CV for a recent graduate in [field] using my education, projects and volunteering: [details].
7	Suggest a skills section for a [job title] CV, split into technical skills, soft skills and tools.
8	Proofread my CV for grammar, tense consistency and weak words. Show every fix in a table (before / after / reason): [paste CV].
9	Shorten my CV to one page and keep only the points most relevant to [job title]: [paste CV].
10	I am changing careers from [old field] to [new field]. Rewrite my experience to highlight transferable skills: [paste experience].
11	Write a CV objective for an entry-level [job title] role. Keep it under 40 words and make it specific, not generic.
12	Give me 15 powerful action verbs for a CV in [industry], with one example sentence for each.
13	Explain how to describe an employment gap of [duration] honestly and positively on my CV. Give me 3 wording options.
14	Rewrite my job titles and descriptions so recruiters outside my company understand them clearly: [paste].
15	Create a projects section for a [job title] CV using these projects: [details]. For each, show the problem, my action and the result.

16	Which CV format (chronological, functional or hybrid) is best for my situation? Explain why and show a sample layout: [situation].
17	I want a CV for a [job title] role. Ask me 10 questions, one at a time, to collect everything you need, then write the CV.
18	Review my CV like a strict recruiter. Tell me the top 5 reasons you would reject it and how to fix each one: [paste CV].
19	Write 5 versions of my professional summary in different tones: confident, friendly, technical, creative and formal. Background: [paste].
20	List the certifications and short courses that employers value most for a [job title] and say where to take them (free options first).
21	Rewrite my education section to look stronger, including relevant coursework, awards and projects: [paste].
22	Create a Key Achievements section with 4 bullet points based on this career history: [paste].
23	Tailor my CV to this specific job. Show what you changed and why. CV: [paste]. Job description: [paste].
24	Format my CV content as clean plain text with clear headings that I can paste into any template: [paste].
25	Adapt my CV for job applications in [country]. Tell me what to remove (such as photo or age), what to add, and the usual length.

Part 2: Cover Letter Prompts

Stop sounding generic. Make every letter specific and memorable.

26	Write a 250-word cover letter for the [job title] role at [company]. Use my CV: [paste] and the job description: [paste].
27	Write 5 attention-grabbing opening lines for a cover letter for [job title]. None may start with 'I am writing to apply'.
28	Write a cover letter for a career changer moving from [old field] to [new field], focusing on transferable skills: [paste].
29	Write a cover letter for a fresh graduate with no experience applying for [job title]. My strengths: [list].
30	Turn my CV into a story-based cover letter that shows how I solved a real problem at [previous company]: [problem and result].
31	Write a short cover letter (under 120 words) I can paste into the body of an email for a [job title] role at [company].
32	Connect [company]'s mission, '[mission]', to my values and experience and turn it into a cover letter paragraph: [paste].
33	Write 5 confident closing paragraphs for a cover letter that ask politely for an interview.
34	Rewrite my cover letter to sound more confident and less generic. Keep it professional: [paste].
35	Cut my cover letter to 200 words without losing the key points: [paste].
36	Write a cover letter for an internship at [company] in [field]. My background: [paste].
37	Write a cover letter that addresses a work-history gap of [duration] honestly and positively: [context].
38	Write a cover letter for a remote [job title] role that emphasizes self-management, communication and reliability.
39	Write a cover letter for a role where I was referred by [name, position]. Mention the referral naturally in the first paragraph.
40	Write a cold outreach cover letter to [company] for a [job title] position even though no job is advertised.
41	Create a reusable cover letter template for [job title] applications, with [placeholders] I can fill in each time.

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| 42 | List the 10 most common cover letter mistakes and check my letter against each one: [paste]. |
| 43 | Write a cover letter for a job in [country] and explain any cultural differences in style or length. |
| 44 | Write a cover letter that shows 3 achievements, each with a number, for a [job title] role: [achievements]. |
| 45 | Write a cover letter for an internal promotion to [new role] at my current company. My results so far: [list]. |

Part 3: Interview Prompts

Practice, prepare and walk in with confidence.

46	Act as the interviewer for a [job title] position at [company]. Ask me one question at a time and give feedback after each answer.
47	Give me the 20 most common interview questions for a [job title], and explain what the interviewer is really looking for in each.
48	Help me answer 'Tell me about yourself' in 60 seconds using my background: [paste].
49	Write a strong answer to 'Why do you want to work here?' for [company], using these notes: [notes].
50	Give me a STAR-method answer for 'Tell me about a time you failed'. Situation: [describe].
51	Help me answer 'What is your greatest weakness?' honestly without hurting my chances. My real weakness: [weakness].
52	Write 3 answers to 'Why should we hire you?' for [job title], at 30, 60 and 90 seconds.
53	Using my experience [paste], write STAR answers for teamwork, conflict, leadership, tight deadlines and mistakes.
54	Give me 10 smart questions to ask the interviewer at the end of an interview for [job title].
55	Give me 3 example answers to 'Where do you see yourself in 5 years?' for a [job title] role.
56	Give me technical interview questions for a [level] [job title], with model answers.
57	Help me answer 'Why did you leave your last job?' positively. The real reason is: [reason].
58	Help me answer 'What are your salary expectations?' for [job title] in [city/country]. Give a script.
59	Create a 7-day interview preparation plan for [job title] at [company] with daily tasks of about 45 minutes.
60	Improve this interview answer for clarity, structure and confidence: [paste answer].
61	Prepare me for a video or phone interview: setup checklist, body language, and what to do if technology fails.
62	Create a one-page cheat sheet about [company]: products, competitors, recent news, values and likely questions.

63	Role-play a tough, skeptical interviewer. Challenge my answers and tell me where I sound unconvincing.
64	Give me strong answers to 10 tricky questions such as 'What do you dislike in a manager?' and 'Describe a conflict with a coworker'.
65	Prepare me for a panel interview with [number] interviewers for [job title]: eye contact, answering and asking questions.
66	Help me prepare a 2-minute presentation about [topic] for my interview.
67	Give me 5 ways to show real enthusiasm in an interview for [job title] without sounding fake.
68	Help me answer situational questions like 'What would you do if [scenario]?' for a [job title] role.
69	Turn my top 5 achievements from this experience into 30-second stories I can use in any interview: [paste].
70	I am nervous before my interview for [job title]. Give me a 5-minute calming routine and 3 confidence phrases.

Part 4: LinkedIn Prompts

Get found by recruiters and start real conversations.

71	Write 10 LinkedIn headline options (under 220 characters) for a [job title] who helps [audience] with [skill].
72	Write a first-person LinkedIn About section of about 200 words using my background: [paste].
73	Rewrite my LinkedIn About section to include the keywords recruiters search for in [industry]: [paste].
74	Turn my CV experience into LinkedIn experience entries with short, readable descriptions: [paste].
75	Suggest 30 skills to add to my LinkedIn profile for a [job title], ordered by importance.
76	Write a friendly connection request (under 300 characters) to a recruiter at [company].
77	Write a message asking a [job title] at [company] for a 15-minute chat about their career path.
78	Write 5 LinkedIn posts that show my expertise in [field] without sounding like bragging.
79	Create a 30-day LinkedIn content plan for a job seeker in [field] with post ideas and hooks.
80	Write a message asking a former manager for a LinkedIn recommendation, and include a draft they can edit.
81	Review my LinkedIn profile text section by section. Score each out of 10 and suggest improvements: [paste].
82	Write an 'Open to Work' post announcing that I am looking for [job title] roles, with a clear call to action.
83	Write a thoughtful comment I can leave under this post that adds value and gets me noticed: [paste post].
84	Suggest 10 keywords recruiters may search for to find a [job title] and show where to place them on my profile.
85	Write a follow-up message after connecting with [name] that offers value instead of just asking for a job.

Part 5: Salary, Follow-up and Career Prompts

Negotiate, follow up and start strong in the new job.

86	Write a thank-you email to send within 24 hours after my interview for [job title]. Interviewer: [name]. Mention: [topic we discussed].
87	Write a short, polite follow-up email for a [job title] application I made a week ago with no response.
88	Write an email negotiating a higher salary for a [job title] offer of [amount]. My market research: [details].
89	Give me a phone script for when the employer says 'that is our best offer'.
90	Help me negotiate benefits besides salary (remote days, bonus, training, leave) for a [job title] offer.
91	Write an email to accept a job offer professionally and confirm the next steps.
92	Write an email to politely decline a job offer while keeping the door open. Reason: [reason].
93	Help me research a fair salary range for [job title] in [city/country] and list which sources to check.
94	Write a message asking my manager for a raise. My achievements: [list].
95	Write a short, professional resignation letter with [notice period] notice.
96	Write an email asking a recruiter for feedback after a rejection.
97	Write a reply to a recruiter who asks for my salary expectations before I know the role details.
98	Write a counteroffer email using another offer from [company] as leverage, politely and honestly.
99	Write a 30-60-90 day plan for my first three months as a [job title].
100	Write an email introducing myself to my new team on my first day.

Final Checklist Before You Apply

- [] CV tailored to this exact job (keywords from the job description included)
- [] Every bullet point shows an action and, where possible, a result
- [] Cover letter names the company and the role, and is under one page
- [] No spelling mistakes. Read it out loud once.
- [] LinkedIn headline and About section match your CV
- [] 3 interview stories ready (success, failure, teamwork)
- [] Questions prepared to ask the interviewer
- [] Thank-you email drafted to send within 24 hours

A note on honesty

AI tools can make mistakes. Review all text carefully and make sure it is accurate before you send it. This pack provides writing and preparation help only and does not guarantee interviews or job offers.

Good luck. You've got this.

If this pack helped you, a short review on the product page helps other job seekers find it. Thank you.