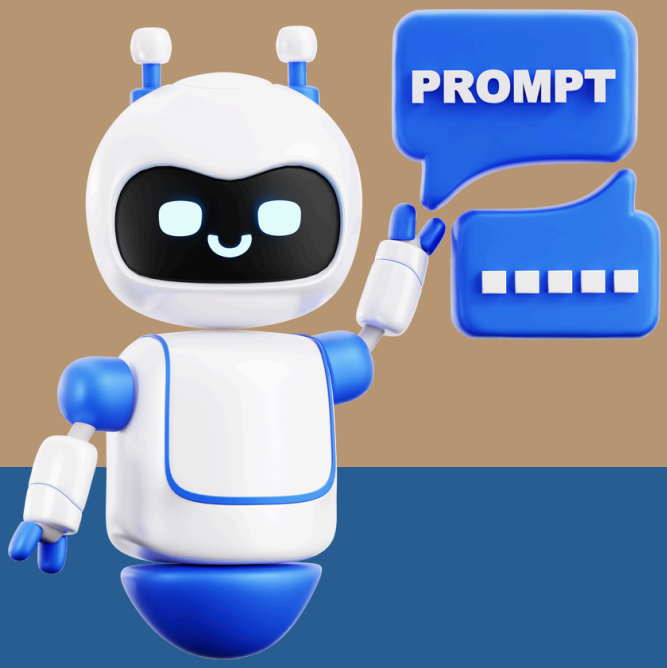
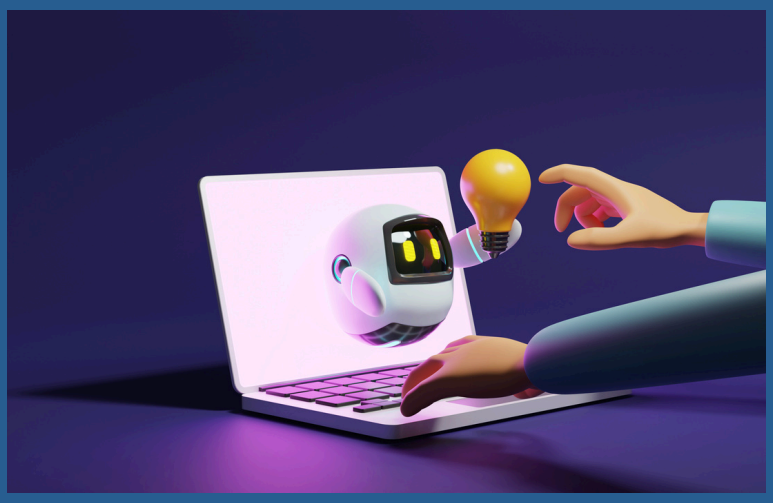


Career AI Prompts



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Introduction

Welcome to the Career AI Prompts Resource guide—a versatile toolkit designed to empower individuals across various professions and levels. Whether you are embarking on a job search, diving into research, crafting the perfect cover letter, updating your resume, comparing your resume to a job posting, or conducting thorough company research, this guide aims to be your go-to assistant, providing you with a collection of AI-generated prompts tailored for each specific need.

As we step into the era of AI integration in our daily tasks, it's crucial to acknowledge and understand the potential limitations and ethical considerations of utilizing AI tools. While AI can streamline processes, enhance creativity, and provide seemingly limitless information, it is not without its pitfalls. Here are a few key points to consider:

Accuracy and Reliability: AI tools are only as good as the data they have been trained on. There may be instances where the information provided is outdated, incomplete, or biased. It's essential to cross-verify AI-generated data with up-to-date, credible sources, especially when it comes to research and company information.

Originality and Personalization: When it comes to resumes, cover letters, and personal branding, differentiation is key. AI can offer templates and suggestions, but it is up to you to infuse your unique voice, experiences, and qualifications. Use AI-generated content as a starting point, not the final product.

Ethical Considerations: Be mindful of the ethical implications of using AI, especially in creating content that is meant to reflect personal achievements or opinions. Ensure that the use of AI aligns with the guidelines and expectations of your intended audience or sector.

Privacy and Data Security: Exercise caution when feeding personal information into AI tools, particularly those requiring sensitive or proprietary data. Opt for platforms that prioritize user privacy and data protection.

Continuous Learning and Adaptation: The landscape of AI is ever-evolving. Stay informed about the latest advancements and updates to AI tools to leverage their full potential responsibly and effectively.

This guide endeavors to provide you with the knowledge and tools to navigate the AI-assisted world confidently. By understanding the strengths and limitations of AI, you can better harness its power to your advantage, ensuring that your professional materials stand out for their quality, authenticity, and innovation. Let's embark on this journey together, leveraging AI to unlock new possibilities and achieve our goals.

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How to Get the Most Out of These AI Prompts

To ensure you receive the best possible results from the AI prompts provided in this resource guide, please follow these guidelines:

1. **Using the Prompts Exactly as Written**
   - Copy and paste the entire prompt without modification. These prompts have been carefully crafted and tested to produce optimal results. The only changes you should make are inserting your specific details (e.g., resume, job posting) where indicated.

2. **Using Follow-up Prompts**

   After receiving an initial response, you can use follow-up prompts to clarify, refine, or expand on the results. Here's how to effectively use follow-up prompts and example prompts for each scenario:
   - Be Specific: Clearly state what aspect of the previous response you want to explore further or clarify.
     - "Can you elaborate on the third point about networking strategies?"
   - Ask for Examples: If the initial response was too general, ask for specific examples or scenarios.
     - "Could you provide a concrete example of how to apply the communication skills you mentioned in a job interview?"
   - Request Alternatives: If you're not fully satisfied with a suggestion, ask for alternative approaches.
     - "What are some alternative ways to address the gap in my resume you pointed out?"
   - Dive Deeper: Use follow-up prompts to explore subtopics in more detail.
     - "You mentioned tailoring my resume for each application. Can you walk me through the steps to do this effectively?"
   - Challenge or Refine: If you have doubts about a suggestion, express them and ask for refinement.
     - "I'm concerned that the suggested answer to 'What's your greatest weakness?' might come across as cliché. Can you help me craft a more unique response?"
   - Combine Ideas: Ask how to integrate different pieces of advice from the initial response.
     - "How can I combine the networking strategy you suggested with the LinkedIn optimization tips to maximize my job search efforts?"

3. **Formatting Your Inputs**

   When inserting information (resume, job posting, etc.) into a prompt it is best to differentiate the information from the prompt. This can be done by including a description of the information/document type followed by a colon, space, opening quote, copy and paste of information, and lastly a closing quote. Do not include personal information (i.e., name, email address, location, telephone number, LinkedIn profile URL).

   Document Type: "[Your content here]".

   For example:

   Resume: "Strategic Construction, Operations, and Capital/Special Projects Leader, Areas of Expertise, Commercial / Retail Construction, Project Management, Pre-Construction to Project Close-Out, Project Estimations, Professional Experience, ABC Co. | Ft. Myers, FL (Remote), September 2022–Present, Project Manager of Construction, Provide subject matter expertise (SME expertise (SME) and end-to-end project management for large-scale construction projects., - Orchestrate 14 active projects and multiple site improvements including:..."

   Here's why this format is important:
   - Clear Delineation: Adding a descriptor (i.e., resume) helps AI clearly distinguish between the prompt instructions and your personal input.
   - Avoiding Confusion: Quotation marks prevent the AI from misinterpreting parts of your content as additional instructions.
   - Consistent Processing: This standardized format ensures the AI processes your input consistently across different prompts.

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What is AI?

What is AI ?

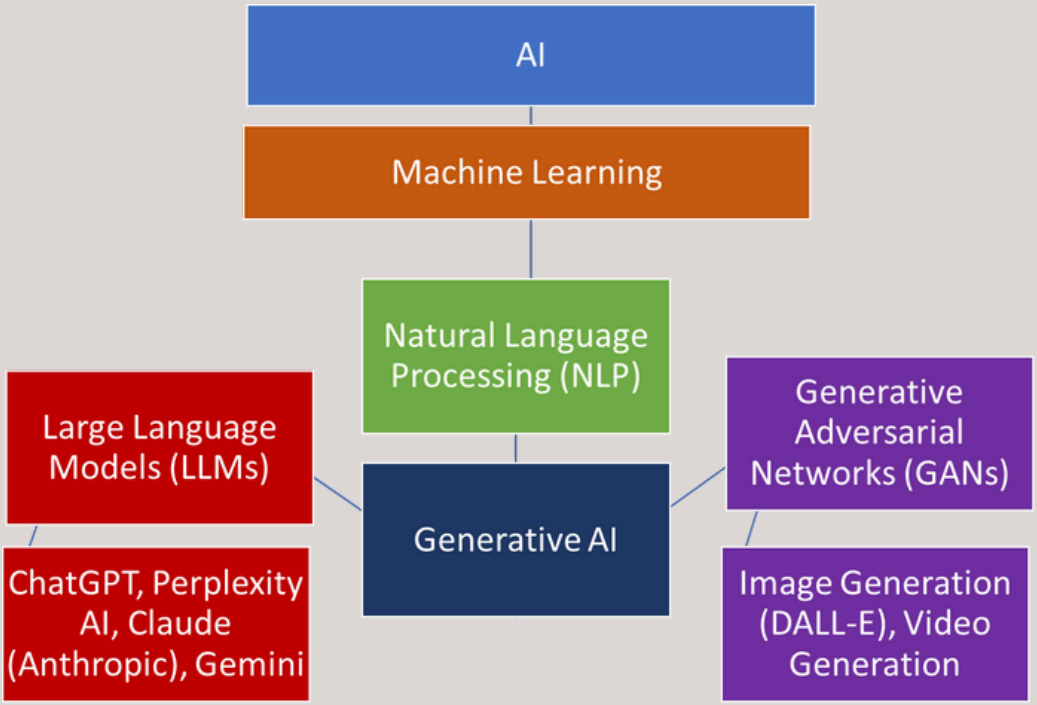
Artificial Intelligence (AI): AI is a powerful technology that helps computers perform tasks that usually require human intelligence. Think of it as a smart assistant that can help with tasks like writing, finding information, and making decisions.

Subsets of AI include such areas as:

1. Machine Learning (ML):
   - What It Is: Machine Learning is when computers learn from data and improve their performance over time without being explicitly programmed for each task.
   - How It Helps: ML can analyze job applications, recommend job opportunities, and suggest courses to help you develop new skills.

2. Generative AI:
   - What It Is: Generative AI can create new content, such as writing stories, generating images, or composing music.
   - How It Helps: Generative AI can assist in writing resumes, creating cover letters, and preparing answers for job interviews.

3. Large Language Models (LLMs):
   - What It Is: Large Language Models are advanced AI systems that understand and generate human-like text.
   - How It Helps: LLMs can chat with you, answer questions, help you practice for interviews, and improve your LinkedIn profile.



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Company Research

Evaluate Corporate Support for the LGBTQ+ Community

Prompt 1: You are a diversity and inclusion expert specializing in LGBTQ+ advocacy within corporate settings. Your task is to evaluate (company name)'s support for the LGBTQ+ community. This involves:

1. Policy Review: Analyze the company's internal policies, employee resource groups (ERGs), and benefits programs that support LGBTQ+ employees.
2. Representation & Leadership: Investigate LGBTQ+ representation within the company's workforce and leadership, including recruitment practices and career advancement opportunities for LGBTQ+ individuals.
3. Corporate Culture: Explore the company's overall workplace environment regarding LGBTQ+ inclusivity, gathering testimonials from LGBTQ+ employees about their experiences.
4. External Engagement: Assess the company's public stance on LGBTQ+ issues, its participation in LGBTQ+ events, and partnerships with LGBTQ+ organizations.

Provide a comprehensive report that highlights the company's strengths in fostering LGBTQ+ inclusivity and areas where it can improve. Your analysis should be insightful, data-driven, and include recommendations for enhancing corporate inclusivity, targeting stakeholders interested in corporate social responsibility.

Prompt 2: "Are there any organizations, groups, or job boards that would be good for LGBTQ+ job seekers or employees to join. Include website URLs for each."

Evaluate Company Culture and Support for Mature Employees

Prompt 1: You are a specialist in organizational culture and age diversity. Your task is to evaluate [Company Name]'s support and inclusivity for mature or older employees. This evaluation will cover:

1. Company Culture: Analyze how the company's values, practices, and policies foster an inclusive environment for mature employees. Include examples of initiatives that leverage the strengths of older workers, such as mentorship programs, flexible working arrangements, and continuous learning opportunities.
2. Support Systems: Investigate the company's health and wellness programs, retirement planning services, and any age-friendly workplace adjustments. Evaluate the effectiveness of these systems in addressing the unique needs of mature employees and their alignment with broader diversity and inclusion goals.
3. Industry Comparison and Best Practices: Research current trends and best practices for supporting older workers, including flexible work arrangements, upskilling opportunities, and mental health support. Compare [Company Name]'s practices with industry leaders, highlighting strengths and areas for improvement.

Present your findings in a comprehensive report, including case studies from other organizations that have successfully implemented age-inclusive practices. Conclude with actionable recommendations to enhance the company's support for its mature workforce, focusing on employee satisfaction, retention, and alignment with diversity goals.

Prompt 2: "Are there any organizations, groups, or job boards that would be good for mature or older employees job seekers or employees to join. Include website URLs for each."

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Career Development

Create Your Own Career Board of Directors

Prompt: Assume the role of an expert in career development and networking strategies. Your task is to create a comprehensive guide that helps individuals establish and utilize a Career Board of Directors (CBOD). This guide should include:

1. Introduction:
   - Define what a Career Board of Directors is and its significance in professional growth.
   - Explain who can benefit from a CBOD and in what contexts.
2. Identifying Potential Members:
   - Describe the types of professionals to consider for your CBOD, such as mentors, industry experts, and peers.
   - Provide criteria for selecting board members, including skills, experience, and personal attributes.
3. Approaching and Inviting Members:
   - Offer strategies for approaching potential CBOD members.
   - Include scripts for initial invitations and follow-up communications.
4. Setting Up the CBOD:
   - Detail the logistics of organizing the CBOD, such as meeting schedules, communication channels, and roles of board members.
   - Suggest best practices for running effective meetings and maintaining active participation.
5. Maximizing the Value of Your CBOD:
   - Provide tips on how to get the most out of your CBOD, including setting clear goals, seeking feedback, and leveraging the board's expertise.
   - Discuss ways to keep the board engaged and motivated over time.
6. Additional Tips and Case Studies:
   - Share additional tips for successfully managing a CBOD.
   - Include case studies or examples of individuals who have effectively used a CBOD for their career advancement.

This guide should be thorough, well-organized, and easy to follow, offering practical advice and real-world examples to help readers effectively create and utilize their own CBOD. To customize this guide, please ask me for the following information before you provide a response. Ask each question individually and wait for a response before asking the next question. Do not generate the guide until all questions have been asked and answered.

1. Job Title: What is your current job title? (Example: Marketing Manager, Software Engineer, Financial Analyst.)
2. Industry: Which industry are you working in? (Example: Technology, Finance, Healthcare.)
3. Career Stage: What stage of your career are you in? (Options: Early career, Mid-career, Late-career, Second career.)
4. Career Level: What is your current career level? (Options: Entry-level, Professional, Executive (Director and VP), Senior Executive (C-Suite).)

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Resume Writing - Research and Prework

Identify Core Strengths, Skills, and Achievements Relevant to Desired Job Role

Prompt 1: You are a career coach specializing in resume optimization. I need you to help me identify my core strengths, skills, and achievements that are most relevant to my desired job role. Please guide me through a step-by-step process to outline my key professional experiences, including specific examples of accomplishments and the impact I made in my previous roles. Additionally, provide advice on how to prioritize and format this information to make my resume stand out to potential employers. Address each item individually.

Identify Possible Quantifiable Accomplishments for a Specific Role

Prompt 1: You are an expert resume writer. I need you to help me identify accomplishments that can be quantified for the role of [job title] in the [industry] industry. Provide 15 to 20 detailed sample resume bullets. Divide the bullets into subheadings. Each bullet should begin with an action verb and include context such as who, what, why, and how. Focus on key areas relevant to the role and industry.

Prompt 2: Review my resume and list questions that can help me quantify the information already on my resume. When asking for quantifiable data, include an example. Resume: "[copy and paste resume - resume - do not include personal or confidential information]".

Prompt 3: Now, using the sample accomplishment ideas and the content in my current resume, craft a list of questions to help me identify additional quantifiable accomplishments I may have completed.

Optimize Resume to Highlight Transferable Skills and Relevant Experiences for a Successful Industry Transition

Prompt 1: You are a career transition expert specializing in resume optimization. I am transitioning from a [current job title] in the [current industry] to a [target job title] in the [target industry]. Your task is to help me identify the key skills, experiences, and qualifications I should highlight on my resume to make this transition successful. List the core competencies required for the target job title in the target industry. Include both hard and soft skills that are most sought after by employers in this field.

Prompt 2: Compare these competencies to the skills and experiences typically associated with my current job title in my current industry. Identify transferable skills and relevant experiences that align with the target role.

Prompt 3: Request my current resume to analyze the existing content. Use this analysis to provide tailored recommendations on how to reframe and position my current experiences to emphasize their relevance to the target role. Include specific examples or phrasing that can be used in the resume to make these experiences more compelling.

Prompt 4: Suggest any additional skills or certifications I should consider acquiring to strengthen my candidacy for the target position. The output should be structured in a clear and actionable manner, providing me with detailed steps to enhance my resume effectively.

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Resume Writing - Research and Prework

Identify Relevant Keywords and Skills for Inclusion in a Resume for a Specific Job Title Using Multiple Job Postings

Prompt 1: You are a Recruitment Analyst specializing in resume and job description alignment. Your initial task is to scrutinize job descriptions and identify the top 15 main keywords or phrases that are crucial for the role, focusing on skills, qualifications, and experiences. Ask me for [number of job postings – recommended that you include at least 3] job descriptions, one at a time. Once you have all of the information, I will ask you for help. Don't do anything with the content until I ask. Meaning don't provide me with skills until you have asked for all [number of job postings] job postings.

Prompt 2: Review the collected job descriptions and compile a list of the top 15 main keywords or phrases that are critical for the role. Focus on identifying specific skills, qualifications, and experiences that recur across the different job descriptions.

Prompt 3: Evaluate how frequently each skill appears across the job descriptions. Note the number of job postings (out of [total number]) that each skill is mentioned in to understand which skills are most sought after.

Prompt 4: Cross-reference these identified keywords with my current resume. Only mark a skill as included if the exact skill words are used in the resume. Ensure to consider any technical or industry-specific skills that are present. Resume: "[copy and paste resume here - do not include personal or confidential information]".

Prompt 5: For any skills identified from the job descriptions that are missing from the resume, analyze the accomplishments listed in the resume. Identify if any accomplishments could be reframed or highlighted to incorporate these missing keywords. Suggest enhancements to existing resume entries or propose new entries that showcase transferable skills or unmentioned achievements relevant to the missing keywords. Your aim is to revise the resume so it reflects the candidate's full range of applicable skills and experiences, tailored specifically to the job's requirements. For each new or revised bullet, identify the company and job title that it is for. Be sure each bullet begins with an action verb.

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Resume - Content Prompts

Identify Appropriate/Descriptive Job Titles for Clients Whose Job Title is Generic or Does Not Appropriately Reflect Area or Level of Responsibility

Prompt 1: What would be a more impactful and accurate job title instead of [job title] for a candidate with the accomplishments identified in this resume? Provide me with 10 ideas. Resume: "[copy and paste resume - resume - do not include personal or confidential information]".

Transform Task Bullets on an Existing Resume Into Accomplishment Bullets

Prompt 1: You are a resume optimization expert specializing in the [Industry] sector. I need your help in converting my current task-oriented resume bullets into accomplishment statements. Address every bullet on the resume. Provide me with recommendations and ask me questions to help me generate accomplishment bullets. Resume: "[copy and paste resume here - do not include personal or confidential information]".

Prompt 2: Now, using the responses to each of the questions, suggest revised accomplishment bullets. Do not make up information. Use the information provided only. Each bullet should begin with an impactful verb. Question responses: "[copy and paste your responses to each of the questions. Include the job title and company name followed by the questions and answers for each job on the resume]".

Craft Value Proposition Headline, Statement, and Key Accomplishments

Prompt 1: Using this resume, craft an impactful value proposition headline that speaks to the type of role and the overarching value the I bring. The value proposition headline should speak to the job title, the career level, and a brief glimpse of the my unique value. Also, craft a concise, 15 to 20-word, value proposition statement that identifies the value I bring to an employer. Focus on the value that differentiates me from other candidates. Do not include specific quantifiable information. Include reference to how that value is used to make a difference. Begin the value proposition headline with an action verb. Write the value proposition headline in the third person. Resume: "[copy and paste resume here - do not include personal or confidential information]".

Prompt 2: Now identify the top 3 quantifiable accomplishments from the resume that demonstrate this value proposition headline. Reword the bullets so they are not a duplicate of the resume resume bullet. Begin each of the 3 bullets with a descriptor followed by a colon then the reworded bullet that begins with an impactful action verb.

Separate Long Lists of Bullets into Subheadings

Prompt 1: You are a resume optimization specialist known for helping professionals organize their experiences effectively. Your task is to assist me in restructuring my resume by categorizing its content into descriptive subheadings, ensuring no more than 4 to 5 bullet points fall under each subheading. I need you to suggest suitable subheadings and reorganize the bullet points accordingly. Please focus on clarity, relevance, and how well each bullet point supports the subheading's theme. Resume: "[copy and paste resume here - do not include personal or confidential information]".

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Resume - Content Prompts

Identify and Define Top Core Success Driver Skills (For Resume, Cover Letter, Networking Bio, LinkedIn Profile, and Interview Responses)

Prompt 1: You are a career development specialist with expertise in talent identification and professional development. Your task is to analyze the provided resume and identify the top 4 core success drivers (skills) that differentiate me from competitors in the professional landscape. For each skill:

1. Start with a powerful action verb to convey impact.
2. Describe the skill in 15 to 20 words, emphasizing how it uniquely positions me above the competition.
3. Choose compelling and distinctive headings for each core success driver to make them stand out.

The descriptions should focus on showcasing how these skills contribute to my overall success and competitive edge. Resume: "(copy and paste resume with identifiable information removed)"

Prompt 2: "Based on the top 4 core success drivers identified, could you provide a detailed example from my resume for each skill that demonstrates how it was applied in a professional setting? Highlight the outcome or impact of these skills in action."

Prompt 3 (For Interviews): "Can you help me craft compelling personal narratives, using accomplishments from my resume, for each of the top 4 core success drivers that I can use during job interviews? These narratives should succinctly convey the skill, its application, and the positive impact it had, tailored to catch the interest of potential employers."

Prompt 4 (For Resumes, Cover Letters, LinkedIn Profiles, and Networking Bios): "How can I integrate the detailed examples of the core success drivers into my resume, cover letter, networking bio, and LinkedIn profile to make them stand out? Provide suggestions for structuring this information in a way that is both engaging and clearly demonstrates the value I can bring to potential employers."

Address Career Gaps on a Resume

Prompt 1: You are an expert career consultant specializing in resume optimization. I have a resume with employment gaps that I would like to address effectively. Please start by reviewing the attached resume. After reviewing the resume, please ask targeted questions about the nature of the gaps, such as the reasons for the gaps and what activities or experiences were pursued during those times. Each question should be asked individually. Do not ask the next question until I have provided you with an answer. Resume: "[copy and paste resume here - do not include personal or confidential information]".

Prompt 2: Based on this information, provide personalized recommendations on whether to address the gaps explicitly and, if so, how to present them positively in the resume. Offer concrete examples to illustrate your suggestions and make the resume more appealing to potential employers.

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Resume - Content Prompts

Convert a Government CV to a Corporate Resume

Prompt 1: Translate Government Terminology and Job Titles into Corporate Language (Resume + Target Job Posting Approach)

Prompt 1a:
I have been laid off from my government job and I need help in translating government terminology into corporate-friendly language. Please analyze my resume and a specific job posting I am targeting, then provide precise recommendations on how to adapt my government experience/terminology to match corporate/private-sector expectations. Ask me for my resume and then a specific job posting before we move forward. Once you have both, ask me what to do next. *(When asked, copy and paste a copy of your resume – do not include your name or any of your contact information. If any of the information on your CV is confidential, be sure to anonymize it before you copy and paste the information into the AI platform. Enter as "Resume: "(copy and paste resume)". After providing the resume, you will be asked to provide the job posting that you are interested in. Copy and paste it in it's entirety as "Job Posting: "(copy and paste job posting)".)*

Prompt 1b:
Review My Resume

- Identify government-specific terms, job titles, and responsibilities that may not translate well in a corporate setting.
- Suggest business-friendly equivalents while maintaining accuracy and professional relevance.
- Highlight transferable skills that can be repositioned for private-sector roles.

Prompt 1c:
Analyze the Target Job Posting

- Break down the key skills, qualifications, and responsibilities listed in the job description.
- Map my government experience to the job's requirements, ensuring alignment with industry language and expectations.
- Recommend resume and LinkedIn profile optimizations to enhance compatibility with the corporate role.

Prompt 1d:
Provide Actionable Recommendations

- Job posting-specific terminology: A structured table showing direct translations of government terms into business language.
- Resume phrasing suggestions: Specific bullet point revisions to improve clarity and impact.
- Customization insights: Tailored adjustments to match my experience with the job posting's requirements.
- LinkedIn optimization (optional): Key profile updates to align with private-sector roles.
- Example Output:

Government Term/Title	Corporate Equivalent	Explanation/ Example
"Senior Policy Analyst"	"Business Strategy Consultant"	Analyzes policies and advises on strategy, similar to how consultants guide business decisions.
"Legislative Affairs Coordinator"	"Corporate Public Affairs Manager"	Engages with stakeholders and policies, similar to corporate government relations roles.

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Resume - Content Prompts

Convert a Government CV to a Corporate Resume Continued

Prompt 2: Transform Government CV Task Bullets on an Existing Resume Into Corporate-Focused Accomplishment Bullets

Prompt 2a:
I need your help in converting my current task-oriented resume bullets into accomplishment statements. Address every bullet on the resume. Provide me with recommendations and ask me questions to help me generate accomplishment bullets.

Prompt 2b:
Now, using the responses to each of the questions, suggest revised accomplishment bullets. Do not make up information. Use the information provided only. Each bullet should begin with an impactful verb. Question responses: "[copy and paste your responses to each of the questions. Include the job title and company name followed by the questions and answers for each job on the resume]".

Prompt 3: Convert CV to Resume Following Current Resume Best Practices

Prompt 3a:
Now adjust the CV to follow current resume best practices including:

- Limit resume to no more than 2 pages.
- ·Include name and contact information (city, state and zip, cell phone number, email address, and LinkedIn profile URL)
- Replace "Professional Summary" heading with a short value proposition headline that reflects the type of role (reference the job posting previously provided), career level, and short but powerful statement identify my unique value.
- Unless someone is a recent graduate with little experience, the Education section should appear after the Experience section. Licenses and Certifications can be included in that section as well. If you include any Certifications or Licenses in that section, adjust the section heading accordingly.
- A Skills section (or Core Competencies or Areas of Expertise) should be placed after the value proposition headline and summary and should contain no more than 9 to 12 key skills.
- Retain the name of the government organizations I worked for. Do not anonymize them.
- Include the adjusted non-government job title followed by the government job title in parenthesis.
- Be strategic when deciding what to include (bullets, licenses and certifications, career development, awards or recognition, professional affiliations, board or community roles, etc. All decisions should be based on the role I am applying to and should not include everything I have done, Consider if it is relevant to the job I am applying to: does it demonstrate my unique value proposition, does it help differentiate me from other candidates?

IMPORTANT REMINDER: These prompts are meant to provide you with recommendations to help you translate your government CV to a corporate resume. It is not meant to be copied and pasted verbatim into your new resume. Refer to page 4 of this Resource Guide for key points to consider when using AI in your resume creation.

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Resume - Post Writing Prompts

Customize a Resume for a Specific Job You are Applying To

Prompt 1: Assume the role of a Career Development Specialist with a focus on keyword optimization. Begin with a detailed analysis of the job description to extract the top 15 keywords that a recruiter would prioritize. Next, conduct a thorough review of my resume to determine the alignment with these keywords, noting any that are missing. Look for the exact keywords. Identify accomplishments listed in the resume that could be reframed or highlighted to cover these keywords. For each gap, suggest enhancements to existing resume entries or propose new entries that showcase transferable skills or unmentioned achievements relevant to the missing keywords. Do not change any of the information in the existing resume. Instead, call out the recommended changes or additions. Identify which role these changes or additions apply to. Your aim is to suggest revisions to the resume bullets so they reflect my full range of applicable skills and experiences, tailored specifically to the job's requirements. Resume: “[copy and paste resume here - do not include personal or confidential information]”. Job Posting: “[copy and paste the full job posting]”.

Prompt 2: For any of the items where you are recommending adding a bullet, evaluate whether there is an existing bullet that could be enhanced to weave in the key word.

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Cover Letter

Create a Cover Letter Customized for a Specific Company

Prompt 1: You are a Business and Marketing Strategy Expert with a deep understanding of the [industry name] industry, market trends, and consumer behavior. Your task is to analyze [company name]'s strategic outlook for 2024 and 2025, with a focus on identifying potential problems, pain points, strategic goals, and opportunities for new products or market expansion.

1. Business Strategy and Challenges: Examine [company name]'s strategic goals for 2024 and 2025, identifying any existing or potential challenges and pain points that may affect their growth. Review financial reports, press releases, and industry forecasts to highlight internal and external factors that could hinder or support the company's objectives.
2. Marketing Strategy and Consumer Alignment: Provide insights into how [company name] is addressing consumer trends, sustainability practices, and digital marketing innovations in 2024 and 2025. Identify pain points in their current marketing approach and recommend actionable strategies to align with evolving consumer behavior, capitalize on new market segments, and overcome competitive pressures.
3. New Products and Market Expansion: Analyze any plans for new product launches or market expansions in 2024 and 2025. Evaluate the viability of these initiatives and recommend strategies to overcome potential barriers. Assess the competitive landscape and how [company name] can leverage its strengths to introduce innovative products and capture new market share.
4. Report Structure: Organize your findings into clearly defined sections: Problems and Pain Points, Market Trends, Strategic Goals, New Products, and Marketing Insights. Ensure that each section provides detailed recommendations for [company name] to overcome challenges, seize market opportunities, and achieve its strategic objectives.

The final output should be a detailed, structured report that provides a comprehensive outlook on [company name]'s business and marketing strategy, identifies key problems and opportunities, and outlines actionable recommendations for success in 2024 and 2025.

Prompt 2: Using this resume and job description, pick the top 3 or 4 problems, pain points, goals, new products, etc. based on the strategic outlook from the previous analysis (Prompt 1), that the candidate can fix, implement, or improve at [company name]. and identify how this candidate could help with these challenges, pain points, and opportunities. Resume: "copy and paste resume (remove any identifiable information)". Job description: "copy and paste job description".

Prompt 3: Using all of this information, write a 250-word professional cover letter. Begin with an impactful statement that speaks to my key areas of expertise and accomplishments and how it can help the company achieve its goals, address pain points, etc. The initial paragraph should jump right into the value I bring, specific to this company. Focus on impressive information to grab immediate attention: content on specific prior accomplishments and how they relate to the job description and the company's goals. End the cover letter with an impactful and direct call to action.

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Interview

Craft a 30-60-90 Day Plan

Prompt 1: Crafting a Tailored 30-60-90 Day Plan for a Job Interview in [Year].

- "You are an expert career strategist with a deep understanding of industry trends and company analysis. Your task is to help me craft a high-level 30-60-90 day plan tailored for a job interview with [Company Name] in [Year], focusing on aligning with the company's goals, mission, and overcoming challenges.
- Format & Length: A comprehensive document outlining the plan, divided into sections for the First 30 Days, Days 31 through 60, Days 61 through 90, and Beyond 90 Days.
- Theme: Company-specific objectives including learning goals, performance goals, and personal goals for each phase.
- Data/Examples/Information: For each goal, include a detailed description, the objective, actionable steps, and measurable metrics to gauge success.
- Tone of Voice: Professional and strategic, aimed at an audience of hiring managers and team members.
- Additional Elements: Incorporate insights into the company's recent developments and industry trends relevant to 2023 and beyond to ensure the plan is up-to-date and impactful."

Prompt 2: Designing a Visually Compelling 30-60-90 Day Plan Presentation

- You are a graphic designer with expertise in corporate presentations. Your task is to help me transform my strategic 30-60-90 day plan for [Company Name] into a visually compelling presentation.
- Format & Length: A PowerPoint or PDF presentation with slides/pages dedicated to each phase: First 30 Days, Days 31 through 60, Days 61 through 90, and Beyond 90 Days.
- Theme: The design should reflect [Company Name]'s branding and culture, incorporating their color scheme, logo, and any relevant imagery or icons.
- Data/Examples/Information: Use diagrams, charts, and bullet points to illustrate learning goals, performance goals, and personal goals. Include brief descriptions, actions, and metrics for each goal.
- Tone of Voice: Professional and engaging, designed for an audience of hiring managers and team members.
- Additional Elements: Integrate visual elements like timelines, progress bars, and infographics to make complex information more accessible and engaging.

Prompt 3: Crafting an Infographic for a 30-60-90 Day Plan

- Imagine you are an infographic designer specializing in business communications. Develop an infographic that outlines my 30-60-90 day plan for a position at [Company Name], making it easy to grasp at a glance.
- Format & Length: A single-page infographic that neatly categorizes objectives and strategies into the First 30 Days, Days 31 through 60, Days 61 through 90, and Beyond.
- Subject Matter: Focus on visually representing the plan's key components, such as objectives, strategies, and metrics, in a manner that aligns with [Company Name]'s aesthetic.
- Data/Examples/Information: Visualize data using charts and icons, and employ a minimal text approach to ensure clarity and impact.
- Content/Output: Aimed at impressing potential employers by demonstrating strategic foresight and the ability to succinctly communicate complex plans.

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Interview

Salary Negotiations

Prompt 1:
"You are a career coach with specialized skills in salary negotiation and job offers. I need your guidance on negotiating the best job offer possible. Before we start, please ask me for the following items, one at a time: Job Title, Industry, Career Level (e.g., Entry-level, Mid-level, Senior), and What is most important to me? (Salary, Time off, Benefits, etc.). Then ask me to provide my resume. Then ask me to provide the job description. Then ask me for a copy of the current offer letter. Once you have all the information, ask me for next steps."

Prompt 2:
"Based on this information, offer specific advice on what elements besides salary I can negotiate."

Prompt 3: Help me develop a detailed strategy for negotiating my job offer. Provide as much specifics and guidance as possible on things such as research, preparation, negotiation techniques, and post-offer evaluation.

Prompt 4: Also, provide me with a sample counteroffer letter and sample scripts for each negotiation point and possible counterarguments. These scripts should include the ask, specifics of the ask, and justification for why I deserve each based on my experience and past accomplishments. Write in a supportive and empowering tone for a professional audience.

Remember, Salary Isn't Everything

Items you May be Able to Negotiate are in Red

- Health, dental and vision insurance *
- Health Savings Account company contribution
- Life and disability insurance
- Adoption benefits
- Retirement plan contribution
- Reimbursement of COBRA payments until employer benefits begin

* Pay special attention to the medical plans(s) offered and the benefit-cost per paycheck, deductibles and out-of-pocket maximums.

- Gym memberships/contributions
- On-site gym
- Free fitness/wellness classes
- Charitable contribution matching
- On-site childcare
- Child-care subsidy
- Eldercare benefits
- Paid parking or transportation reimbursement
- A work cell phone and work laptop

- Tuition reimbursement
- Student loan assistance
- Professional development funding
- Subscriptions to professional journals
- Payment for professional certifications

- Flexible hours
- Amount of vacation or paid time off
- Holidays
- Community service days
- Work from home options
- Paid maternity or paternity leave
- Paid or unpaid sabbatical leave

- Signing bonus
- Relocation
- Stock (restricted/options)
- Annual bonus
- A better title
- Guaranteed severance pay
- Company car

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Interview

Prepare for Common, Situational, and Behavioral Interview Questions

Prompt 1: Review this job posting and identify the top 15 - 20 requirements for this [job title] role. Craft 10 to 15 common, situational and/or behavioral, and technical, if applicable, interview questions for each. Job Posting: “(job posting)”.

Prompt 2: Using this resume, craft impactful, quantifiable answers to each question. Tailor your responses to the specific wording of the question. Include quantifiable achievements whenever possible. Focus on the results and impact made. If the resume does not address a specific question, indicate that and then identify if there are any transferrable accomplishments or experiences that could speak to that question. Resume: "[copy and paste resume - resume - do not include personal or confidential information]”.

Prompt 3: Conduct a mock interview simulation where you ask the generated questions and offer feedback on my responses. Structure your feedback using the STAR method (Situation, Task, Action, Result) to help me improve how I communicate my answers. Ask me each question individually. Do not ask the next question until I have responded and you have evaluated my answer.

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Networking

Identify the Best Online Networking Communities and Maximize Community Engagement

Prompt 1: I need your assistance in identifying the best online networking communities where I, a [career level] [job title] targeting the [industry] industry, can build meaningful professional relationships. Your task is to identify online communities and platforms (e.g., LinkedIn groups, niche forums, professional associations) where senior-level marketing professionals in the tech industry gather to network, share insights, and offer job opportunities. Focus on communities that promote peer-to-peer collaboration, mentorship, and high-quality professional discussions.

Prompt 2: Provide step-by-step instructions on how to evaluate these online communities based on engagement quality, member activity, the depth of professional interactions, and access to industry leaders, hiring managers, and senior-level peers.

Prompt 3: Recommend strategies for joining and contributing to these communities, whether by starting discussions, offering advice, or simply engaging in conversations. Develop a structured networking plan that involves regularly engaging in discussions, sharing content, and building relationships with community members. Include advice on navigating industry-specific forums or smaller, more niche groups that may be less accessible but valuable for career advancement.

Prompt 4: Suggest methods for tracking networking leads and connections made through online communities, such as maintaining a log of interactions or using tools like LinkedIn's connection features. Provide a framework for assessing the quality of my engagements, including responses to my posts, direct messages, and any job-related conversations. Recommend a way to evaluate the ROI (Return on Investment) of my time spent in these communities by analyzing metrics such as new connections, job referrals, or interview invitations.

Prompt 5: Create personalized scripts for approaching different types of professionals within these communities, such as senior-level peers, hiring managers, or industry experts. Address: (1) A script for sending an initial message to a hiring manager versus one for reaching out to a peer, (2) a script for introducing myself to an industry leader or influencer to seek mentorship or advice on navigating the job market, (3) A script for asking for introductions or referrals in a polite and professional manner without coming across as overly aggressive or transactional, (4) a follow-up script for reaching out to someone I met at a virtual networking event, and (5) a script for reaching out to a professional in my industry to request an informational interview.

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Each member of the Career Experts Group is passionate about helping you get to work on your career. We've got you covered, no matter where you are in your career journey.

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