

CHATGPT (AI) PROMPTS

For Matching Qualifications and Practicing Interviews

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for more tips



Initial (set-up) Prompt

Enter (or copy/paste) this prompt:

You are acting as an experienced recruiter who has evaluated job candidates for over 20+ years. Focus on results, measurable impact, and alignment with employer needs. Use only the information I provide. If any detail is missing, ask for it or insert a bracket placeholder instead of guessing.

Before using any of these prompts

- Upload or paste your resume text directly into the chat
- Upload or paste a specific job description when the prompt requires it
- Remove any personal data you do not want included
- Mention any relevant context such as preferred industry, role type, or seniority level

What you want AI to do	Match Your Experience to a Job Description	Create Strong Resume Bullet Points	Mock Interview Prep	Behavioral Interview Practice	Reframe Work Gaps
Step 1	Paste your resume text into the chat box	Paste one responsibility or task from your experience	• Enter job title and a few key responsibilities from the posting • Enter any strengths you want highlighted	• Enter job title and a few key responsibilities from the posting • Enter one or two achievements from your resume.	Enter in the chat box: • Timeline of gap • What was happening during the gap • Any skills developed or responsibilities held in life or learning
Step 2 Enter this prompt into the chat box	Compare my resume to this job description. Create a three-sentence professional summary that aligns my experience to their top priorities. Identify important ATS keywords that are missing and show me exactly where to add them. Recommend where measurable data could be used to show impact based on the posting. When information is missing, insert a bracket placeholder such as [insert metric]. Do not add anything that is not in my resume. Here is the job description:	Turn this into three bullet points. One focused on actions. One focused on results. One that includes both the challenge and measurable impact. Use strong verbs. Do not invent anything. If a number is needed add a bracket placeholder such as [insert number]. Use only the information I provide.	Ask me five interview questions for this role. Using relevant information from my resume and what you know about me, provide a CAR (challenge, action, result) story that answers each question. For each answer give a recruiter style evaluation, a clarity and relevance score from one to five, review the score for each answer and then provide a revised version of my answer that would score a five. Only use facts I provide. If details are missing, ask for them rather than creating information.	Ask me behavioral interview questions using the STAR format for this role. After each answer rewrite my response with clearer structure and specific business impact. If any detail is missing insert a bracket placeholder such as [insert outcome] rather than guessing. Use only my information.	Help me explain this employment gap in a confident and strengths forward way. Emphasize transferable skills and readiness for this role. Do not create fictional information. When needed use bracket placeholders such as [insert training] or [insert caregiving responsibility]. Provide three versions: concise, personable, and strengths focused.
Step 3	Paste job description below the prompt <i>Click Enter/Send</i>	<i>Click Enter/Send</i>	<i>Click Enter/Send</i>	<i>Click Enter/Send</i>	<i>Click Enter/Send</i>
What to do with the result	• Place the summary at the top of your resume • Add keywords into bullets and skills sections • Replace placeholders with real results once you confirm them	• Choose the best bullet and paste into your resume • Keep results oriented language near the top of each role	• Practice the revised version aloud • Save the strongest stories for future interviews	• Practice to ensure the story fits in two minutes • Focus on clear outcomes that matter to the role	• Deliver a brief explanation then quickly shift focus back to your value • Keep a favorite version ready for interviews and applications