

A Job Seeker's Guide to Using AI Prompts

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AI tools can help job seekers improve resumes, write cover letters, research companies, prepare for interviews, and strengthen LinkedIn profiles. However, a chatbot is only as effective as the logic behind your instructions – the key is knowing how to give specific targeted parameters.

A vague prompt like “*fix my resume*” may give you a generic answer. A strong prompt gives AI a clear role, a specific task, and the information it needs to give high-value results.

For example, instead of asking a chatbot to simply, “*Tailor this resume for a job,*” you get a much cleaner result by treating it as a strategic editor. Try prompting the chatbot this instead:

Try: "You are an expert resume writer with over 20 years of experience helping candidates interested in remote roles. Review this job description and identify the three most important responsibilities for this role. Then, use those responsibilities to tailor my resume. Do not make information up."

Before You Use AI for Your Job Search

To get the most out of any AI tool, gather your digital materials before you start. Having this data stack ready prevents the chatbot from losing context or generating generic filler. Here are some materials you'll want AI to use:

- Your current resume
- A target job description
- Your cover letter, if you have one
- A few accomplishments, projects, or work examples
- The company name, salary goal, and job title

Five Ways Job Seekers Can Use AI

1. Resume Help

Tailor your experience to a specific job description, rewrite plain daily duties into results-driven statements, brainstorm measurable metrics, format a short professional summary, and locate hidden layout or wording red flags.

2. Cover Letter Support

Proofread your cover letter draft for clarity, identify an employer's biggest current challenge, and rewrite a stronger opening paragraph to get a hiring manager's attention.

3. Company Research & Salary Benchmarking

Summarize a company's business model, top competitors, and position in the market. Calculate objective salary expectations based on your history, and ensure you use an AI tool that has live-browsing capabilities to verify current source data.

4. Interview Preparation

Predict common interview questions based on a job posting, understand what remote employers may be looking for during video calls, and structure answers using formats like STAR or CARL.

5. LinkedIn Profile Updates

Generate clean, searchable LinkedIn headlines and “About” sections based on your target role, core digital skills, career history, and professional goals.

A Simple Formula for AI Prompts

Whenever you want to build a custom prompt for your job search, use this structure:

- *Act as:* [Insert Expert Role, e.g., Remote Recruiter]
- *Context:* *I am applying for* [Insert Job Title] *at* [Insert Company]
- *Materials:* *Review my attached* [Insert Resume, Job Description, Cover Letter, etc.]
- *Your task is to* [Insert Specific Task]
- *Follow these rules:* *Do not make up information (including experience, skills, or metrics)*
- *Output format:* *Output the results in* [Insert Your Preferred Format, e.g., a bulleted list, a side-by-side table, a 50 word paragraph].

Pro-tip for the Series:

When a guide tells you to use a “Follow-up Prompt,” always type it into the exact same chat window as your original prompt. Opening a brand-new window clears the AI’s memory, causing it to forget the original job description or resume you pasted. Keep your workflow inside a single conversation thread per application.

Final Tip

AI can help you brainstorm, revise, and organize your job search materials, but you are the managing executive of your career path. Always check the final results yourself. Make sure the final version sounds like you, accurately represents your experience, and protects your professional reputation.