

The Ultimate ChatGPT Job Search Cheat Sheet[®]

For Individuals Looking for New Job/Career

BizFirst

Job Search AI Tools

- Sonara:** Automate your job searching using AI
- Careerflow:** AI-powered job searching platform
- Match That Role:** Matching job seekers with job openings

Job Application AI tools

- HyreSnap:** Get the perfect resume for your next job
- CareerHub AI:** Upgrade your career with AI
- Salley:** Future-proof your career with personalized learning

Networking AI Tools

- Network AI:** Grow your network with the speed of AI
- Engage AI:** Build stronger relationships on LinkedIn

Interview Prep AI Tools

- InterviewJam:** Leverage AI to ace your interview
- Applai.me:** Revolutionize your job search using AI
- Interviewsby.ai:** Custom tailored mock interviews using AI

ChatGPT Company Research Prompts

- I have an interview with [company] for the position of [job position]. Analyze the company's website [website link] and give me a summary of the work they do. [use web browsing plugin]
- What are the key things I should look for in understanding [company's] [produce/service] market position?
- I have applied to a company in [industry]. What are the biggest opportunities and threats in [industry]?
- What are some key indicators to understand the financial health of a company?
- What kind of information should I look for in a company's annual report? Research this information for [company].

ChatGPT Resume Prep Prompts

- Review the job listing below. Then review my resume. Generate a new resume that is better suited to the requirements of the job listing while staying true to my skills and capabilities. [copy paste/upload job listing] [copy paste/upload resume].
- What are the key skills that should be included in a resume for a [job title] position?
- Suggest ways to tailor my resume to a specific job listing in the field of [job field]. [copy paste resume].
- Provide an example of a well-structured resume that includes brief descriptions of my role/ accomplishments for each company and descriptive bullets that demonstrate responsibilities and skills/tools used.
- What are some effective ways to demonstrate leadership experience in a resume for a managerial role?
- How can I best present my internship experience in a resume for an entry-level job in [job field].

ChatGPT Interview Prompts

- I am interviewing for the role of [insert role]. Give me a list of the most common questions asked in the interview for this role.
- Generate a list of ideal answers to the questions above, along with a brief explanation for each answer. Reference my resume in the answers. [copy paste/ upload resume].
- Provide some tips for answering the question "Tell me about yourself" or similar general questions during an interview.
- How should I describe my past work experience in an interview for a [job field] job?
- What is the STAR method for answering interview questions and how can I apply it?
- Can you help me prepare a 30-60-90-day plan for a [field] job interview? [copy paste/ upload job listing]
- Give me examples of how to demonstrate leadership experience in an interview for a [job level] [job field] position.
- In my upcoming interview for a [job field] position, how should I address questions about career gaps or frequent job changes in a positive and professional way?

ChatGPT Salary Negotiation Prompts

- I am a job seeker with [x] years of experience in [field]. I'm applying for the role of [job role], what are important factors to consider while negotiating my salary?
- How should I respond if my salary negotiation request is denied?

ChatGPT Cover Letter Prompts

- Review my resume, [copy paste/ upload resume]. How can I best demonstrate my skills and experience in a cover letter for this job role [copy paste job listing]?
- Can you provide an example of a cover letter for a [job role]? Copy paste job listing if preferred.

*For the best experience, we recommend using the latest paid version of OpenAI's ChatGPT located here: <https://openai.com/>

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