AI prompts to use in Career Exploration

Resume & Cover Letter

1. Compare my resume/cover letter [upload or copy and paste your resume or cover letter, removing personally identifiable information, into the platform] to this job description.
2. Based on my resume [upload or copy and paste your resume, removing personally identifiable information], what roles could I apply for? What industries would match my skills and experience?
3. Identify the skills mentioned in this job description.
4. What skills listed in the job description are missing from my resume?
5. How can I better showcase these skills [provide key skills from job description] on my resume?
6. Review the following resume and give me 5 specific changes to make based on the following description: [insert resume, removing personally identifiable information] [insert job description].
7. Type specific responsibilities from your past jobs/internships and ask AI to generate resume achievements with metrics based on these responsibilities.
8. I worked in [position] to [company]. Create a resume bullet statement using the STAR format (Situation, Task, Action, Result) to describe this work using strong action words and quantifiable information.
9. Write 3 bullet points demonstrating my ability to [relevant skill or achievement].
10. Review the formatting of the following resume [upload resume, removing all personally identifiable information] including font consistency, bullet point usage, and alignment.
11. Write a 3-paragraph cover letter for a [major] student applying for a [type] internship at [company]. Highlight the following skills and experience: [insert skills/experiences]
12. Write a 3-paragraph cover letter using experiences from the following resume and based on the following job description: [insert resume, removing personally identifiable information] [insert description]
13. Upload or copy and paste your cover letter (remove personally identifiable information) and ask for alternate ways to write sentences or sections.

Interviewing

1. What are some sample interview questions for this job/internship description [insert job description]?
2. What are some common interview questions for [field/position title]?
3. What is a good behavioral interview question for [field/position title]?
4. What is an interviewer looking for in a response to this question? (provide the question)
5. You are a recruiter in the [industry/field]. Ask me 10 interview questions based on the following job description: [insert job description].
6. After responding to interview questions, follow up with: How could I improve my last answer?
7. What is a good response to this question [insert question] using the STAR format?

8. How can I better answer “Tell me about yourself” in an interview [insert your response to tell me about yourself]?
9. How would you answer [insert interview question]?
10. What are some insightful questions I can ask the interviewer for [position title]?
11. What are some tips for setting up a virtual interview?
12. I interviewed for [position title] at [company]. We talked about [describe what you discussed during the interview]. What should I write in my thank you note to the interviewer who is [position title of the interviewer]?
13. I interviewed for [position title] at [company], and I’m sending a thank you note to the interviewer. Here is what I’ve written [upload draft, removing any personally identifiable information]. How could I write this better?

LinkedIn

1. Create a LinkedIn headline that effectively communicates my experience and qualifications. Incorporate keywords relevant to my industry as mentioned in the resume below and showcase my passion. My headline should be a summary that captures attention and encourages visitors to explore my profile further. My Resume: [Paste Your Resume]
2. Generate a concise and compelling summary for my LinkedIn profile that highlights my professional journey and key skills. Keep the tone conversational and ensure the length does not exceed 250 words. My Resume: [Paste Your Resume]
3. Generate engaging content ideas for LinkedIn posts that resonate with my target audience: [Describe your industry and target audience]
4. Optimize my LinkedIn profile by suggesting key skills to add based on my industry and experience level: [Share details about your current job role and industry]
5. Help me create entries for the experience section in my LinkedIn profile that are more than simple job descriptions. I want to showcase how my efforts made a meaningful impact. Use action verbs, include quantifiable achievements whenever applicable, and provide context to emphasize the value I brought to each position. Refer to my Resume for more information. Here’s my resume for reference: [add resume content] Here are the profile sections I want you to write for: [specify profile sections]
6. I need help optimizing my LinkedIn profile to [specify your objective, like making more connections, attracting recruiters, etc.]. What are some strategies to showcase my brand and make my profile more appealing to [specify target audience]? Can you give me suggestions to organize each section of my profile effectively?
7. Provide me with personalized message templates for connecting with industry professionals, mentors, and potential employers on LinkedIn. Each template should be respectful, express genuine interest in their work, and mention a specific detail that prompted me to reach out. Include variations for cold connections, thank-you notes, and follow-ups.
8. Draft a polite and effective template for requesting LinkedIn recommendations from colleagues, managers, and mentors. The template should allow room for personalization, emphasize the importance of their feedback, and suggest potential focus areas they could mention, aligning with my career objectives in [Specific Objective/Area].

Major/Career Exploration

1. What are the primary responsibilities and duties of a job in [field/position title]?
2. What is the core focus of a career in [field/position title]?
3. What technical skills and qualifications are typically required for [field/position title] job functions?
4. What educational backgrounds are common among professionals in [field/position title] roles?
5. Is a bachelor's degree sufficient, or is postgraduate education often required for [field/position title]?
6. What are some common job titles within the [field/position title] field?
7. How do job functions vary based on different titles and roles for a career in [field/position title]?
8. In which industries are [field/position title] professionals in high demand?
9. Can you describe the typical day-to-day tasks and projects of professionals in [field/position title] roles?
10. What are the typical career progression paths for individuals in [field/position title] roles?
11. Are there opportunities for leadership and management roles in [field/position title]?
12. What are the current and emerging trends in [field/position title] job functions?
13. Are there professional organizations or conferences that [field/position title] professionals should be aware of?
14. Is there high demand for [field/position title] professionals in the job market?
15. Are there specific regions or cities with a strong demand for [field/position title] professionals?
16. What are some of the current challenges faced by professionals in [field/position title] job functions?
17. What skills and qualifications are highly valued in this industry?
18. Are there specific certifications or training programs that can be beneficial?
19. How does the industry address diversity and inclusion? Are there initiatives in place?
20. What are the demographics of professionals in this field?

Salary/Job Search/Networking

1. What is the typical salary range for professionals in [field/position title]?
2. How do salaries in [field/position title] vary based on years of experience?
3. What is the salary difference between entry-level and senior positions in[field/position title]?
4. Are there regional differences in salaries for[field/position title] roles?
5. What are the salary expectations for [field/position title] professionals in [specific city/region]?
6. How do salaries in [field/position title] compare across different industries?
7. Are there industries known for offering higher salaries in [field/position title]?
8. Do advanced degrees or certifications impact salaries in [field/position title]?
9. What is the salary difference between professionals with a [field/position title] and those without?

10. In addition to base salaries, what are some common benefits and perks offered to [field/position title] professionals?
11. How do salaries in [field/position title] evolve as professionals progress in their careers?
12. What are the salary expectations for mid-career and senior [field/position title] professionals?
13. Does remote work or location flexibility affect salaries for [field/position title] roles?
14. What are some effective strategies for negotiating better salary offers in [field/position title] roles?"
15. Are there common pitfalls to avoid during salary negotiations?
16. Which online resources or websites can provide up-to-date salary information for [field/position title] roles?
17. What are some effective strategies for finding networking opportunities in my industry?
18. How can I approach someone I admire in my field for networking purposes?
19. What are some good icebreakers or conversation starters for networking events?
20. How important is it to follow up after networking with someone, and what's the best way to do so?
21. What are some ways to maintain professional relationships after an initial networking interaction?
22. How can I leverage social media platforms like LinkedIn for networking effectively?
23. Are there specific networking events or conferences you recommend attending for someone in [field/position title]?
24. How can I network effectively if I'm introverted or shy?
25. What are some common mistakes people make when networking, and how can I avoid them?
26. How can I build a personal brand that attracts networking opportunities?
27. What are the most effective job search strategies in today's market?
28. How can I use networking to enhance my job search efforts?
29. What are the best online platforms and job boards to use for finding job opportunities in [field/position title]?
30. How important is it to customize my job application materials for each position, and how can I do this efficiently?
31. What should I include in my portfolio or work samples to showcase my skills and experience?
32. What are some red flags to watch out for during the job search process?

If you need this document in another format, please email Career Services at careerservices-dah@ung.edu or call 706-864-1951.