

30-Day Job Search Plan with ChatGPT

A practical month of small, steady job search actions

How to use this plan

Work through the days in order, at a pace that fits your circumstances. Tick each action when you have done it. Use the tracker to record applications and follow up dates, then set aside time each week to review what is helping.

Keep your experience accurate

ChatGPT only uses facts you give it, so never let it invent experience or qualifications. Check every detail before you use it, and leave out anything you cannot verify.

Your four week rhythm

Week 1 helps you choose a direction. Week 2 is for gathering and checking your materials. Week 3 focuses on thoughtful outreach. Week 4 is for following up and reviewing. The plan is a guide, not a test. Adjust the pace to suit your situation.

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Week 1: Get clear on your target

Start with a direction that fits your skills and circumstances.

Daily actions

- ☐ Day 1 Write down the kinds of work you want more of and the kinds you want less of.
- ☐ Day 2 List your strongest skills, using examples you can verify.
- ☐ Day 3 Choose three role types that fit your skills and interests.
- ☐ Day 4 Note the locations or working arrangements that suit your circumstances.
- ☐ Day 5 Identify any practical constraints, such as timing or travel.
- ☐ Day 6 Find several organisations that work in areas you would like to explore.
- ☐ Day 7 Review your notes and write a short description of your target role.

Notes for this week: _____

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Week 2: Build your materials

Gather accurate information and keep it easy to review.

Daily actions

- ☐ Day 8 Gather your current work history, training, skills and contact details in one place.
- ☐ Day 9 Check names, dates, responsibilities and achievements against your records.
- ☐ Day 10 Write a short summary of the kind of work you are seeking.
- ☐ Day 11 Select a few examples that show relevant skills, and note the facts behind each one.
- ☐ Day 12 Make a simple list of your professional contacts and how you know each person.
- ☐ Day 13 Choose a clear file naming system for your job search documents and notes.
- ☐ Day 14 Review the week and check that every detail you plan to share is accurate.

Notes for this week: _____

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Week 3: Reach out

Make thoughtful connections and take manageable steps.

Daily actions

- ☐ Day 15 Choose two organisations to learn more about and note what interests you.
- ☐ Day 16 Find a suitable contact or public channel for one organisation.
- ☐ Day 17 Send one brief networking message that explains your connection and request.
- ☐ Day 18 Identify one person whose work you would like to understand better.
- ☐ Day 19 Ask that person for a short informal chat, making it easy to decline.
- ☐ Day 20 Explore current opportunities and save those that genuinely fit your target.
- ☐ Day 21 Review your outreach and record replies or a sensible next action.
- ☐ Day 22 Send a respectful thank you to anyone who gave you useful time or guidance.

Notes for this week: _____

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Week 4: Follow up and review

Close loops, learn from the month, and choose what to do next.

Daily actions

- ☐ Day 23 Check your tracker and add any missing dates, status notes or contacts.
- ☐ Day 24 Send a concise follow up where a reasonable time has passed.
- ☐ Day 25 Thank anyone who has responded, whether or not there is a next step.
- ☐ Day 26 Revisit one opportunity and note whether it still matches your priorities.
- ☐ Day 27 Choose one small improvement to make to your job search routine.
- ☐ Day 28 Plan the next week using the actions and conversations still in progress.
- ☐ Day 29 Complete one outstanding task that would make a current application clearer.
- ☐ Day 30 Review the month, note what you learned, and choose your next three actions.

Notes for this week: _____

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Application tracker

Record each application and the next date you want to check in.

Use short notes so you can scan the page quickly. Leave a follow up date blank when none is needed.

Company	Role	Date applied	Contact	Status	Follow-up date	Notes

Weekly review

Use this page at the end of each week. Focus on useful learning, not judgment.

Week: _____ Dates: _____

What I did

What worked

What I will change

One small action for next week: _____

Prompt library

Copy a prompt, fill in every bracket, and check the result before using it.

For every prompt, ask for clear wording based only on the facts you provide. Ask ChatGPT to mark missing details rather than guess.

Choose and compare roles

1. Help me identify role types that fit these skills and interests: [skills] and [interests]. Ask questions before suggesting options.
2. Compare these role types using my priorities: [role types] and [priorities]. Separate what I know from what I need to research.
3. Turn this description of my preferred work into a short target role summary: [description]. Keep the meaning and ask about gaps.
4. Sort these role requirements into essential, useful and unclear: [requirements]. Do not assume I meet any of them.
5. Suggest search terms for roles like [role type] in [location or work arrangement]. Keep them specific and easy to try.

Research an organisation

6. Help me make a research checklist for [organisation] and [role type]. Tell me which details I should verify from reliable sources.
7. Organise these notes about [organisation] into verified facts, questions and my impressions: [notes].
8. From these public details I provide, suggest thoughtful questions about the organisation's work: [details]. Do not add outside claims.
9. Help me compare [organisation A] and [organisation B] against my stated priorities: [priorities]. Mark unknowns clearly.
10. Turn these notes into a short list of points to check before I decide whether to apply: [notes].

Write networking messages

11. Draft a brief networking message to [person] about [shared connection or reason]. Keep it warm, direct and easy to answer.
12. Make this message clearer and more considerate without changing its facts: [draft message].
13. Suggest three respectful ways to ask [contact] whether they know of relevant opportunities in [field].
14. Help me write a short message to reconnect with [person] after [time or event]. Keep the request modest.
15. Shorten this networking note to [word count] words while keeping its purpose and all accurate details: [note].

Prompt library, continued

Six practical prompt groups, continued.

Ask for an informal chat

16. Draft a polite request for a short informal chat with [person] about [topic]. Make it clear that declining is fine.
17. Give me a simple structure for a brief informational conversation about [role type], with no interview questions.
18. Suggest five open questions I could ask [person] to learn about their experience in [field].
19. Help me prepare a short introduction for an informal chat using these true details: [details].
20. Turn my notes from this conversation into a clear summary and a list of agreed next steps: [notes].

Send thank you notes

21. Draft a concise thank you to [person] for [specific help]. Include one detail from our conversation: [detail].
22. Make this thank you note sound genuine and professional, while keeping my wording natural: [draft].
23. Help me thank [contact] and mention the useful suggestion about [topic] without asking for more.
24. Write a short note thanking [person] for an introduction to [contact], using only these details: [details].
25. Check this thank you note for clarity and tone. Point out anything that sounds too formal or too familiar: [note].

Plan respectful follow ups

26. Draft a brief follow up about my application to [organisation] for [role type], submitted on [date]. Keep the tone courteous.
27. Help me decide whether a follow up is appropriate based on these dates and messages: [details]. Explain any uncertainty.
28. Write a gentle reminder to [contact] about [agreed next step] from our conversation on [date].
29. Make this follow up shorter and easier to answer, without adding urgency or unsupported details: [draft].
30. Help me record the next action after this reply and suggest a reasonable reminder date based on what was agreed: [reply].