

ChatGPT Prompts for Job Seekers

CVs | Ten prompts to build a clear, evidence-led CV for the role you want.

01 | Tailor my CV to a vacancy

Act as a UK CV adviser. Compare my CV with this job advert. Identify the most relevant requirements, then suggest specific edits to my profile, skills and experience. Use only evidence in my CV. CV: [paste CV]. Advert: [paste advert].

02 | Write a stronger personal profile

Rewrite my CV profile for a [job title] role. Keep it to [number] words, use plain British English and include my strongest relevant experience and evidence. Do not add claims or skills I have not provided. Background: [paste notes or current profile].

03 | Turn duties into achievements

Turn these CV responsibilities into achievement-focused bullet points. For each one, ask what changed, what I contributed and what evidence supports it. Do not invent results or figures. Responsibilities and evidence: [paste details].

04 | Improve my bullet points

Edit these CV bullet points for clarity, impact and concise British English. Start with strong verbs, keep the meaning accurate and retain every confirmed metric. Give me the revised bullets and a brief note explaining the main improvements. Bullets: [paste].

05 | Find relevant transferable skills

Identify transferable skills from my experience that match this [job title] vacancy. Make a table with the skill, my evidence and how it applies to the role. Distinguish proven skills from possible gaps. Experience: [paste]. Job advert: [paste].

06 | Make a career change clear

Help me present my move from [current field] to [target field] in my CV. Identify relevant experience, transferable strengths and any wording that could confuse a recruiter. Suggest a concise profile and section order without disguising my work history. Details: [paste].

07 | Choose what to prioritise

Review my experience against this vacancy and rank the evidence I should prioritise on my CV. Explain which details are strongest, which are less relevant and what information is missing. Do not assume facts. CV: [paste]. Vacancy: [paste].

08 | Describe a career gap

Suggest a brief, professional way to show this career break on my CV. Keep the wording factual, neutral and focused on my readiness for the role. Do not speculate about personal details. Dates and explanation I am comfortable sharing: [add details].

09 | Check clarity and consistency

Proofread my CV for spelling, grammar, dates, tense, formatting consistency and unclear phrases. Use British English. List each issue with its section and a suggested correction. Do not rewrite facts or change my meaning. CV: [paste].

10 | Create a relevant skills section

Create a concise skills section for my [job title] CV using only skills supported by my examples. Group related skills, use wording from the advert where accurate and flag any unsupported terms instead of adding them. My experience: [paste]. Advert: [paste].

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Cover letter prompts

Ten prompts for specific, credible letters that connect your evidence to the employer's needs.

11 | Draft a tailored cover letter

Draft a cover letter for this role, using my experience to address the employer's main requirements. Use a professional, natural UK tone, keep it to [word limit] words and do not invent achievements. My CV: [paste]. Job advert: [paste].

12 | Build a strong opening

Write three concise opening paragraphs for my application to [role] at [organisation]. Each should state why I am applying and lead with a relevant strength, not a generic greeting. Use only these reasons and facts: [paste].

13 | Match my evidence to the criteria

Map my experience to the essential criteria in this advert. Then draft a cover letter paragraph for the two strongest matches, using specific evidence and a clear link to the role. Mark criteria where I have not supplied evidence. Advert: [paste]. Examples: [paste].

14 | Explain why this organisation

Help me explain why I want to work for [organisation] in a cover letter. Use only the organisation information I provide, connect it to my genuine interests and avoid flattery or unsupported claims. Information and my reasons: [paste].

15 | Address a required skill

Write a short cover letter paragraph showing how my experience meets the requirement for [skill or criterion]. Use the example I provide, describe my contribution accurately and explain its relevance to this role. Example: [paste]. Role details: [paste].

16 | Make an application more concise

Cut this cover letter to [word count] words while preserving my strongest evidence, motivation and fit for the role. Remove repetition and generic claims. List any important point you had to remove. Letter: [paste].

17 | Sound confident, not overstated

Edit this cover letter so it sounds confident, specific and human. Replace vague or inflated wording with evidence from my notes, keep my voice professional and use British English. Flag claims that need proof rather than strengthening them. Draft: [paste].

18 | Write a speculative application

Draft a speculative application to [organisation] asking about [type of opportunity]. Keep it concise, explain the value I could offer using my evidence and finish with a polite, low-pressure request for a conversation. My background and reason for contacting them: [paste].

19 | Adapt a letter for a career change

Draft a cover letter for my move from [current field] to [target role]. Focus on relevant transferable skills, explain my motivation and acknowledge the change directly. Do not imply experience I do not have. Evidence and motivation: [paste]. Advert: [paste].

20 | Write a clear closing

Write three short closing options for my cover letter. Each should restate my interest, invite discussion and sound courteous rather than presumptive. Match the tone of the letter below. Letter and role: [paste].

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Interview preparation prompts

Ten prompts to practise answers, anticipate questions and prepare thoughtful questions of your own.

21 | Predict likely interview questions

Using this job advert and my CV, list ten likely interview questions. Group them into motivation, role skills and behavioural questions. For each, say what the interviewer may be assessing. Advert: [paste]. CV: [paste].

22 | Practise a STAR answer

Help me shape this real example into a concise STAR interview answer for [competency]. Keep the situation and task brief, make my actions clear and state only the result I can support. Then ask me one follow-up question. Example: [paste].

23 | Explain why I want the role

Help me prepare a natural 60-second answer to "Why do you want this role?" Connect the responsibilities to my experience and genuine motivation. Use plain language and avoid claims about the employer that I have not supplied. Notes: [paste].

24 | Practise a difficult question

Run a practice interview for [role]. Ask me one challenging but fair question at a time, wait for my answer, then give feedback on clarity, evidence and relevance. Do not write answers for me before I respond. Start with a question about [topic].

25 | Prepare an answer about a weakness

Help me prepare an honest answer about a development area relevant to [role]. Use the example I provide, show what I am doing to improve and keep the answer constructive. Do not disguise a strength as a weakness. My real example: [paste].

26 | Explain an employment gap

Help me prepare a brief, calm answer about this employment gap. Use only what I choose to share, then bring the answer back to my readiness and relevant strengths for the role. Gap details and boundaries: [paste]. Role: [paste].

27 | Make answers concise

Edit my draft interview answer to fit within [time limit] when spoken. Keep the key evidence and my natural voice, remove repetition and mark any point that needs a concrete example. Draft answer: [paste]. Question: [paste].

28 | Prepare questions for the panel

Suggest eight thoughtful questions I could ask at the end of an interview for [role]. Group them by team, priorities and success measures. Avoid questions answered in the advert and flag any that need checking against public information. Context: [paste].

29 | Practise a presentation

Help me plan a [length]-minute interview presentation on [brief]. Create a simple structure with timings, key message per section and likely follow-up questions. Use only my supplied evidence and identify facts I must verify. Brief and notes: [paste].

30 | Review a mock interview

Review this mock interview transcript. For each answer, identify one strength, one specific improvement and a stronger structure I can practise. Keep feedback constructive and do not add facts to my answers. Transcript: [paste].

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LinkedIn profile prompts

Ten prompts to make your profile accurate, searchable and aligned with the work you want.

31 | Write a LinkedIn headline

Write five LinkedIn headline options for my search for [target role]. Show my specialism and strongest evidence, use relevant terms naturally and stay within [character limit] characters. Do not use claims I cannot substantiate. Background: [paste].

32 | Draft my About section

Draft a first-person LinkedIn About section of [word count] words. Explain what I do, the problems I solve, evidence from my work and the opportunities I am seeking. Keep it approachable and factual. Notes: [paste].

33 | Improve an experience entry

Rewrite this LinkedIn experience entry for [role]. Make my responsibilities and contribution clear, lead with outcomes where evidence exists and keep the wording distinct from a copied job description. Do not invent metrics. Current entry and notes: [paste].

34 | Align my profile with a career change

Review my LinkedIn profile for a move from [current field] to [target field]. Suggest accurate edits to my headline, About section and experience that make transferable skills visible without hiding my background. Profile and target roles: [paste].

35 | Select relevant skills

From my work history and these target roles, suggest a prioritised list of LinkedIn skills to feature. Separate skills supported by clear evidence from skills I should add only if accurate. Use role terminology where it fits. History and adverts: [paste].

36 | Create a profile banner concept

Suggest three simple LinkedIn banner concepts that support my professional focus in [field]. For each, give a short visual description and optional concise wording. Avoid logos, confidential information and any claim not supported by my profile. Profile details: [paste].

37 | Write a connection request

Write three brief LinkedIn connection requests to [person or type of contact]. Mention our genuine point of connection, make the reason for reaching out clear and do not ask for a job immediately. Keep each version within [character limit]. Context: [paste].

38 | Ask for an informational chat

Draft a polite LinkedIn message asking [contact] for a brief informational chat about [field or role]. Explain why their perspective is relevant, suggest a short time commitment and make it easy to decline. Shared context: [paste].

39 | Turn work into a LinkedIn post

Turn this non-confidential work lesson into a concise LinkedIn post. Start with a useful insight, explain what I learned and end with a genuine question. Keep my voice and remove client, colleague or company details I have not approved for sharing. Notes: [paste].

40 | Audit my profile for a target role

Audit my LinkedIn profile against this [target role]. Identify missing evidence, unclear wording, relevant search terms I could add truthfully and sections to update first. Give prioritised recommendations, not a full rewrite. Profile: [paste]. Job advert: [paste].

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Joined-up job search prompts

Ten prompts to keep your CV, letter, interview preparation and LinkedIn profile consistent and useful.

41 | Build a job-specific evidence bank

Organise my real work examples into an evidence bank for [target role]. For each example, note the situation, my actions, result and related skills. Mark missing details as questions for me, not assumptions. Notes: [paste].

42 | Keep my application consistent

Compare my CV, cover letter and LinkedIn profile. Find inconsistent dates, job titles, claims, tone or evidence. Return a checklist of corrections and identify any statement that needs my confirmation. Materials: [paste].

43 | Create a role-specific keyword list

Extract important skills, responsibilities and terms from this job advert. Group them by theme, explain what each means in context and show where my evidence could fit across my CV, cover letter and LinkedIn profile. Do not recommend keyword stuffing. Advert: [paste].

44 | Turn a project into application evidence

Help me describe this project for a job application. Ask me for missing context about my role, decisions and results, then produce a CV bullet, a cover letter sentence and a LinkedIn version using only confirmed facts. Project notes: [paste].

45 | Identify gaps before applying

Compare my experience with the essential and desirable criteria in this advert. Separate clear matches, partial matches and gaps. Suggest honest ways to address each gap in my application or interview. Do not advise me to claim experience I lack. Advert: [paste]. My evidence: [paste].

46 | Make an application plan

Create a realistic application plan for this role using the deadline [date]. Break the work into CV tailoring, cover letter, LinkedIn updates, interview research and final checks. Estimate time for each and put the most important tasks first. Role details: [paste].

47 | Prepare for a recruiter call

Prepare me for an initial recruiter call about [role]. Create a concise introduction, likely screening questions, points to confirm about the role and questions I can ask about process, location and salary range. Use my details only and flag anything I need to verify. Notes: [paste].

48 | Follow up after an interview

Draft a concise thank-you email after my interview for [role]. Mention [specific discussion point], reinforce one relevant strength and keep the tone warm and professional. Do not pressure the panel for a decision. Interview notes: [paste].

49 | Review an unsuccessful application

Help me review this application outcome without guessing why the employer made its decision. Based on my submitted materials and any feedback, identify useful lessons, questions to ask and one improvement for my next application. Materials and feedback: [paste].

50 | Fact-check and protect my privacy

Review this job-search draft for unsupported claims, invented details, confidential information and personal data that is not needed. Flag each concern and suggest a safer edit without changing confirmed facts. Do not repeat sensitive information in your response. Draft: [paste].

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