

15 ChatGPT Prompts for Job Seekers

These prompts can guide you through resume writing, interviews, branding, and more—giving you the edge you need in your 2025 job search.

1. Resume Optimization

Analyze my resume and provide tailored improvements to align it with a [job title] role at [company]. Highlight skills, achievements, and keywords from the job description. Ensure it passes ATS screening and appeals to hiring managers.

Let ChatGPT tailor your resume for maximum impact and recruiter visibility.

2. Cover Letter Creation

Craft a compelling, personalized cover letter for a [job title] position at [company]. Emphasize my experience in [industry/skill] and how it aligns with the company's values and mission. Make it concise, engaging, and unique.

Stand out with a tailored, professional cover letter without the stress.

3. Interview Questions

Generate a list of the top 20 interview questions for a [job title] role at [company]. Include behavioral, technical, and industry-specific questions. Provide model answers tailored to my experience in [industry/skill].

Get interview-ready with realistic questions and model answers.

4. Salary Negotiation Strategy

Act as a salary negotiation coach. I've received a job offer for the role of [insert job title] at [company name]. The offer is [insert amount], but based on market data and my experience, I believe there's room for discussion. Help me craft a polite, confident message to negotiate a higher salary—highlighting my value, skills, and market benchmarks without sounding demanding.

Negotiate like a pro with confidence and clarity.

5. LinkedIn Profile Enhancement

Revise my LinkedIn profile summary and experience sections to optimize for [job title] positions at [company]. Focus on SEO keywords, achievements, and storytelling to attract recruiters in [industry].

Polish your LinkedIn to show up in the right searches and impress recruiters.

6. Networking Outreach Messages

Write a professional yet friendly LinkedIn message to connect with [job title] professionals at [company]. My goal is to build rapport and learn about potential opportunities without seeming too transactional.

Reach out to your network with authentic and thoughtful messages.

7. Personal Branding Strategy

Develop a personal branding strategy for me as a [job title] in [industry]. Include content ideas for LinkedIn, networking tactics, and ways to position myself as an expert to attract top recruiters.

Position yourself as a thought leader and make recruiters come to you.

8. Mock Interview

Act as a hiring manager for a [job title] role at [company] and conduct a mock interview. Ask 5 behavioral and 5 technical questions. After my responses, provide feedback on clarity, impact, and areas for improvement.

Practice interviews with AI-driven feedback to boost performance.

9. Career Change Guidance

I'm transitioning from [current industry] to [new industry]. Develop a roadmap to position my experience effectively for a [job title] role at [company], including skill gaps, networking tips, and resume adjustments.

Navigate career shifts with confidence and clear next steps.

10. Elevator Pitch Creation

Help me craft a compelling 30-second elevator pitch for a [job title] role at [company]. Ensure it highlights my unique value, key achievements, and why I'm the perfect fit in a confident yet natural tone.

Make lasting impressions with a powerful, clear pitch.

11. Freelance Proposal Writing

Write a winning Upwork proposal for a [type of freelance project] highlighting my experience in [industry/skill], how I can solve the client's problem, and include a strong CTA. Make it concise, confident, and tailored to the job post.

Win more freelance gigs with personalized, persuasive proposals.

12. Skills Gap Analysis

Compare my current skills and experience with the requirements for a [target job title] role in [industry]. Identify skill gaps and recommend online courses or projects to bridge them.

Know what to learn next with a personalized skill gap audit.

13. LinkedIn Post for Job Hunt Announcement

Write a professional and engaging LinkedIn post announcing that I'm actively looking for [job title] roles in [location/industry]. Include my top 3 skills, a call to action, and keep the tone positive and confident.

Announce your job hunt in a way that draws support and attention.

14. Follow-Up Email After Applying

Draft a polite and confident follow-up email to check the status of my application for the [job title] position at [company], sent [X days] ago. Reaffirm my interest and politely ask about the next steps.

Keep communication going without being pushy.

15. Structured Job Search Plan

Create a detailed 4-week job search plan to help me stay organized and motivated. Include daily/weekly tasks for resume updates, networking, applications, skill-building, and self-care.

Stay focused with a clear, stress-free job search roadmap.