

AI prompts for your job search

A job search has repeatable tasks that AI can speed up: tailoring resume bullets to a job description, drafting a cover letter, practising interview questions, researching a company and negotiating an offer.

These prompts work in ChatGPT, Gemini and Claude. Paste your real job description and real achievements where asked, and never let the AI invent numbers or claim experience you do not have.

How to use: copy a prompt into ChatGPT, Gemini or Claude and replace every [BRACKETED] part with your own details. Each prompt also has its own page with a copy button, linked under its title. 8 prompts in this pack.

1 Rewrite resume points (ATS-friendly)

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-ats-resume/

Act as a senior recruiter and professional resume writer who knows how ATS (applicant tracking systems) work.

I am applying for: [JOB TITLE] at [COMPANY / INDUSTRY].

Job description: [PASTE JOB DESCRIPTION].

My current points: [PASTE YOUR BULLETS].

Rewrite my points so they start with strong action verbs (Led, Built, Scaled), show metric impact (% , time saved), and integrate target keywords.

Tip: Never let AI invent numbers — replace placeholders with real measurable results.

2 Tailored cover letter that gets interviews

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-tailored-cover-letter/

Act as an expert career coach. Write a compelling cover letter for the [JOB TITLE] role at [COMPANY].

Job requirements: [PASTE 3 KEY REQUIREMENTS].

My achievements: [PASTE 2 KEY ACHIEVEMENTS].

Why this company: [WHAT EXCITES YOU ABOUT THEM].

Open with an attention-grabbing line (no "I am writing to apply..."). Confident and human tone. Max 250 words.

Tip: Connecting 2 real achievements to their biggest pain points wins interviews.

3 Mock interview practice (one question at a time)

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-mock-interview/

Act as an experienced interviewer at [COMPANY] hiring for [JOB TITLE]. My experience level: [LEVEL, e.g. fresher / 3 years].

Interview me one question at a time, mixing technical, behavioural, and situational questions. Wait for my answer before asking the next one.

After each answer, give a score out of 10, what was good, what was missing, and a stronger sample answer using the STAR method. After 8 questions, give an overall summary and my 3 biggest areas to improve.

Tip: Use voice mode in ChatGPT or Gemini Live to practise saying your answers out loud.

4 Research a company before your interview

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-company-research/

I have an interview at [COMPANY] for the [JOB TITLE] role.

Brief me like a career coach:

1. What the company does, how it makes money, and its main competitors.
2. Recent news, launches, or challenges from the last 12 months.
3. What people in this role probably struggle with day to day.
4. 5 smart questions I can ask the interviewer that show I did my homework.

If you are unsure about a fact, say so instead of guessing.

Tip: Turn on web search in your chatbot so the news is current.

5 Thank-you email after an interview

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-interview-thank-you/

Write a short thank-you email after my interview.

- Interviewer: [INTERVIEWER NAME]
- Role: [JOB TITLE] at [COMPANY]
- Something specific we discussed: [TOPIC, e.g. their plan to expand to Tier-2 cities]

Thank them, mention that topic in one sentence along with how I could help, and restate my interest. Under 120 words, warm and confident, no clichés. Include a subject line.

Tip: Send it within 24 hours of the interview.

6 LinkedIn About section that stands out

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-linkedin-about/

Act as a personal branding expert. Write my LinkedIn "About" section.

- Current or target role: [ROLE]
- Experience: [EXPERIENCE, e.g. 4 years in digital marketing for D2C brands]
- Proud achievements: [2-3 ACHIEVEMENTS WITH NUMBERS]
- What I want next: [GOAL]

Open with a strong first line (it shows before "see more"). Write in the first person – human and specific – in short paragraphs, work in 5-8 relevant keywords naturally, and end with how to contact me. Under 220 words.

Tip: Read the first two lines alone — if they don't make you want to click "see more", rewrite them.

7 Negotiate a better salary offer

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-salary-negotiation/

Act as a salary negotiation coach.

I received an offer for [JOB TITLE] at [COMPANY]: [OFFER, e.g. ₹12 LPA fixed + ₹1 LPA variable]. My current pay: [CURRENT PAY]. My target: [TARGET]. My leverage: [LEVERAGE, e.g. another offer, a niche skill, strong interview feedback].

1. Tell me whether my target is reasonable and why.
2. Write a polite, confident email asking for the higher number.
3. Write a short phone script, including replies to "this is our best offer" and "what's your expectation?"

Tip: Never lie about another offer — negotiate on real leverage only.

8 Leave request email to your manager

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-leave-request/

Act as an expert in professional workplace communication.

Write a short, polite email to my manager asking for leave.

- My name: [YOUR NAME]
- Manager's name: [MANAGER NAME]
- Leave dates: [DATES] ([NUMBER] days)
- Reason: [REASON, e.g. sister's wedding]
- Work handover: [WHO WILL COVER / TASKS DONE]

Tone: respectful, confident, and warm. Under 120 words. No robotic clichés. Give 2 versions: formal and friendly.

Tip: Fill in every bracket — the more handover details you give, the faster approval comes.

More free prompts at usepromptup.com/job-search-prompts/ · You may copy and adapt these prompts for your own use.