

AI Job Search Prompt Workbook

A practical companion for resumes, cover letters, LinkedIn, networking, interviews, follow-ups, and salary negotiation.

How to use this workbook

Fill the input sheet first. Then copy the prompt for the job-search stage you are working on. Paste it into ChatGPT, Claude, Gemini, or another AI assistant. Review every output for accuracy before using it.

Free AI prompt builders for job seekers

promptez.site

Workbook contents

Section	Use it for
1. Job search input sheet	Collect the details you will reuse in every prompt.
2. Target role clarity	Choose realistic roles and find skill gaps.
3. Resume prompts	Improve summaries, bullets, ATS keywords, and targeting.
4. Cover letter prompt	Write specific, role-relevant cover letters.
5. LinkedIn prompt	Improve headline, About section, and recruiter visibility.
6. Networking prompts	Write recruiter, referral, alumni, and follow-up messages.
7. Interview prompts	Practice questions, STAR answers, and feedback.
8. Follow-up and salary	Write thank-you emails, status checks, and negotiation messages.
9. Quality checklist	Avoid generic wording, fake experience, and risky claims.
10. 7-day plan	Turn the workbook into a weekly job-search action plan.

PromptEz rule

Use AI to improve clarity, structure, and confidence - not to invent experience, metrics, skills, salaries, or connections.

1. Job search input sheet

Complete this once. Reuse it when creating prompts for your resume, cover letter, LinkedIn, networking messages, interview practice, follow-ups, and salary negotiation.

Reusable input sheet

Target role:
Target industry:
Experience level:
Current background:
Top skills:
Relevant tools/software:
Projects:
Achievements:
Education/certifications:
Job description:
Preferred tone:
Words to avoid:
Private details to remove:
Main job-search goal:

Before you paste anything into an AI tool

Remove private information you do not want to share. Keep only the details needed to get useful job-search help.

2. Clarify your target role

Use this before updating your resume. It helps you avoid random applications and choose realistic roles based on your actual background.

Target role clarity prompt

Act as a practical career direction coach.

My background is: [education, experience, projects, skills, tools].

I am interested in: [roles, industries, or career direction].

My experience level is: [fresh graduate / entry-level / career changer / mid-level / senior].

Task: Help me identify realistic target roles for my job search.

Requirements:

- Suggest job titles that match my background.
- Explain why each role may fit.
- List skills I already have for each role.
- List skill gaps I should work on.
- Tell me which roles are most realistic to apply for first.
- Do not exaggerate my experience.

Output format:

1. Best-fit roles
2. Why each role fits
3. Skills I already have
4. Skill gaps
5. Best role to target first
6. Next steps

Ask yourself	Answer
Which role do I want most?	
Which role is most realistic right now?	
What skills do I already have?	
What skill gaps should I work on?	

3. Resume prompt system

Use this when your resume needs stronger wording, better structure, ATS keywords, or role-specific positioning.

Resume improvement prompt

Act as an ATS-aware resume strategist and honest resume editor.

Target role: [job title]

Job description: [paste job description]

My current resume section: [paste summary, experience, projects, skills, or bullets]

My real background: [experience, projects, skills, tools, responsibilities, coursework, achievements]

Task: Improve this resume section for the target role.

Requirements:

- Use relevant keywords only where they match my real background.
- Replace vague wording with specific, evidence-based wording.
- Do not invent metrics, responsibilities, tools, titles, or achievements.
- Keep the tone professional and natural.
- Flag anything that needs stronger proof.

Output format:

1. Improved resume section
2. Keywords used naturally
3. Claims that need evidence
4. What changed and why
5. Questions to make it stronger

Resume bullet rewrite prompt

Rewrite these resume bullet points to be clearer, stronger, and more specific.

Target role: [target role]

Job description: [paste job description]

Current bullet points: [paste bullets]

Real details I can include: [tools, tasks, projects, responsibilities, outcomes, numbers if available]

Requirements:

- Start bullets with strong action verbs.
- Add impact only if supported by real details.
- Use keywords naturally.
- Do not create fake numbers or achievements.
- Keep each bullet concise.

Output format:

1. Rewritten bullets
2. Why each bullet is stronger
3. Keywords included
4. Missing details that would improve the bullets

4. ATS keyword-to-evidence map

Do not stuff keywords into your resume. First, map each keyword to something true from your background.

ATS keyword map prompt

Act as an ATS resume keyword researcher and truth-checking resume editor.

Job description: [paste job description]

My background: [paste real skills, tools, tasks, projects, responsibilities, achievements]

Task: Extract important ATS keywords from the job description and build a keyword-to-evidence map.

Requirements:

- Separate hard skills, tools, responsibilities, soft skills, and certifications.
- Mark each keyword as: strong match, partial match, or no evidence.
- Do not recommend adding keywords I cannot honestly support.
- Suggest where matched keywords could appear naturally in my resume.

Output format:

1. Keyword list by category
2. Keyword-to-evidence map
3. Keywords to avoid because I lack evidence
4. Resume sections where matched keywords can fit
5. Safer wording suggestions

Keyword	My evidence	Resume section

5. Cover letter prompt

Use this to write a cover letter that sounds specific to the role instead of sounding like a copied template.

Role-specific cover letter prompt

Act as a cover letter strategist who writes specific, human-sounding job application letters.

I am applying for: [job title] at [company name]

Job description highlights: [important requirements]

My real background: [skills, experience, projects, coursework, responsibilities, achievements]

My strongest proof point: [one real example that fits the role]

My honest reason for applying: [reason]

Preferred tone: [clear / confident / warm / direct / professional]

Task: Write a role-specific cover letter that does not sound generic or copied.

Requirements:

- Open with a specific reason for this role.
- Connect my background to the job requirements.
- Include one concrete proof point.
- Avoid cliches like 'I am passionate about' and 'I am writing to express my interest.'
- Do not invent company research, achievements, or experience.

Output format:

1. Cover letter draft
2. Stronger opening line options
3. Proof points used
4. Generic phrases avoided
5. Final personalization checklist

- Mention the exact role.
- Use one real proof point.
- Do not repeat your resume word-for-word.
- Remove generic excitement if it has no evidence.
- Review company-specific details before sending.

6. LinkedIn profile prompt

LinkedIn should be searchable and human. Use this prompt to improve your headline, About section, and profile positioning.

LinkedIn headline and About prompt

Act as a LinkedIn profile strategist and recruiter-search editor.

My target role: [target role]

My experience level: [fresh graduate / entry-level / career changer / professional]

My background: [education, experience, projects, tools, skills, achievements]

My preferred tone: [clear / confident / warm / direct / professional]

Task: Improve my LinkedIn headline and About section so they are searchable, specific, and natural.

Requirements:

- Use relevant keywords naturally.
- Make my direction clear.
- Avoid buzzwords and vague branding language.
- Do not exaggerate my experience.
- Make it sound like a real person, not a template.

Output format:

1. 8 headline options
2. Best recommended headline
3. LinkedIn About section
4. Keywords included
5. Profile improvement checklist

LinkedIn quality check

Ask yourself: Can a recruiter understand what I do, what I want, and why I am relevant within the first 10 seconds?

7. Networking message prompts

Networking messages should be short, specific, and low-pressure. The goal is to start a respectful conversation, not beg for a job.

LinkedIn networking message prompt

Act as a professional networking message writer.

Recipient: [recruiter / employee / alumni / hiring manager / professional contact]

Their role or background: [recipient details]

My background: [brief background]

My target role: [target role]

Reason for reaching out: [honest reason]

Request: [advice / referral guidance / informational chat / role insight / follow-up]

Task: Write a LinkedIn networking message that feels personal, respectful, and specific.

Requirements:

- Keep it under 120 words.
- Include one real connection point.
- Make the request low-pressure.
- Avoid generic compliments.
- Do not invent shared history or mutual connections.

Output format:

1. Main message
2. Short connection request version
3. Warmer version
4. More direct version
5. Follow-up after 5-7 days

Referral guidance prompt

Act as a respectful referral message editor.

I want to ask for referral guidance for: [role/company].

Recipient: [employee/alumni/contact].

My background: [brief background].

Connection point: [real reason for messaging].

Task: Write a polite message that asks for advice or referral guidance without sounding pushy.

Requirements:

- Do not directly demand a referral.
- Keep it short and respectful.
- Make it easy for the person to say yes or no.
- Include a thank-you line.

8. Interview practice prompts

Do not use AI to memorize perfect answers. Use it to practice structure, clarity, confidence, and follow-up thinking.

Mock interview prompt

Act as a realistic interview coach.

Role: [job title]

Interview type: [recruiter screen / behavioral / technical / panel / final round]

Job description: [paste job description]

My background: [brief background]

My strongest examples: [projects, achievements, responsibilities, coursework, experience]

Task: Practice interview questions with me one question at a time.

Requirements:

- Ask one question at a time.
- Wait for my answer before giving feedback.
- Score my answer for clarity, relevance, specificity, structure, and confidence.
- Suggest a stronger answer structure using only my real details.
- Do not invent experience or metrics.

Output format:

Start by asking the first interview question only.

STAR answer improvement prompt

Improve this interview answer using the STAR method.

Interview question: [paste question]

My rough answer: [paste your answer]

My real details: [situation, task, action, result, tools, people involved, lessons learned]

Requirements:

- Keep the answer natural and spoken.
- Use the STAR method without sounding scripted.
- Do not invent results or metrics.
- Make the answer concise but complete.

Output format:

1. Improved answer
2. STAR breakdown
3. What sounded generic
4. Follow-up question I should prepare for

9. Follow-up and salary prompts

Use these when you need to follow up after applying, send a thank-you email, check status, or negotiate an offer.

Professional follow-up prompt

Act as a professional job-search email writer.

Situation: [I applied / I had a recruiter call / I completed an interview / I have not heard back]

Role: [job title]

Company: [company name]

Timeline: [when you applied or interviewed]

My goal: [thank them / check status / follow up politely / provide additional information]

Task: Write a concise follow-up message.

Requirements:

- Keep the tone polite and professional.
- Do not sound desperate or impatient.
- Keep it short.
- Include appreciation.
- Do not pressure the recipient.

Output format:

1. Main follow-up message
2. Shorter version
3. Slightly warmer version
4. Subject line options

Salary negotiation prompt

Act as a salary negotiation coach and professional email editor.

Role: [job title]

Company: [company name]

Offer details: [salary, benefits, bonus, remote/hybrid details, start date, package details]

My desired request: [salary range, benefits request, remote flexibility, signing bonus, or other request]

My truthful reasoning: [experience, role scope, responsibilities, market research, skills, or priorities]

Preferred tone: [polite / confident / collaborative / careful]

Task: Write a salary negotiation message that is professional and specific.

Requirements:

- Start with appreciation and enthusiasm.
- Make a clear but respectful ask.
- Support the ask with truthful reasoning.
- Do not invent competing offers, market data, or leverage.
- Give me multiple tone options.

Output format:

1. Main negotiation email
2. Softer version
3. More confident version
4. Short recruiter message
5. Phrases to avoid

10. Special paths

Use these reminders if you are a fresh graduate, beginner, or career changer.

Situation	Use this approach
No experience	Use coursework, projects, internships, volunteering, certifications, tools, and transferable skills. Do not fake professional experience.
Career changer	Translate old responsibilities into transferable skills and explain why the new role fits your direction.
Non-native English speaker	Ask AI for clear, professional, simple wording. Then edit so it still sounds like you.
Experienced professional	Use AI for sharpening, tailoring, prioritizing achievements, and preparing role-specific interview stories.

Quality filter before using any AI output

- Is it specific?
- Is it true?
- Does it match the target role?
- Does it use real evidence?
- Does it avoid fake metrics?
- Does it sound like you?
- Can you explain every claim in an interview?

Generic AI output audit prompt

Act as a strict job-search content editor.

Review this AI-generated job-search content: [paste content]

Target role: [target role]

My real background: [paste relevant background]

Task: Identify anything that sounds generic, robotic, exaggerated, unsupported, or risky.

Requirements:

- Flag vague phrases.
- Replace generic wording with specific wording.
- Identify unsupported claims.
- Remove exaggeration.
- Keep the final version honest and natural.

Output format:

1. Generic phrases to remove
2. Unsupported claims to verify
3. Stronger replacements
4. Revised version
5. Final checklist

11. 7-day AI job search action plan

Day	Task	PromptEz action
Day 1	Choose target roles and collect 3 job descriptions.	Use target role clarity prompt.
Day 2	Improve your resume for one target role.	Use Resume Prompt Builder.
Day 3	Create cover letter prompts for 2-3 roles.	Use Cover Letter Prompt Builder.
Day 4	Update LinkedIn headline and About section.	Use LinkedIn Profile Prompt Builder.
Day 5	Send 5 networking messages.	Use Networking Message Prompt Builder.
Day 6	Practice interview questions.	Use Interview Prep Prompt Builder.
Day 7	Review, apply, follow up, and track responses.	Use follow-up and quality-check prompts.

Next step

Use this workbook with the complete guide at promptez.site/ai-job-search-prompts.html and the free builders at promptez.site.

PromptEz - Free AI prompt builders for job seekers