

Name: _____

Date: _____



ChatGPT Prompts

Resume Writing



Use the following prompts to assist you in crafting your resume and cover letter

- 1 What are the key skills and qualifications required for the _____ job at _____ company, and how can I highlight them in my resume?

- 2 How can I tailor my resume's professional summary to showcase my fit for the _____ position at _____ company?

- 3 What action verbs and industry-specific keywords should I include in my resume for the _____ job at _____ company?

- 4 Can you rewrite my bullet points to include more results-driven achievements with a focus on my experience in _____

- 5 What are the key elements I should include in a cover letter for the _____ position at _____ company

- 6 How can I craft a strong opening paragraph that grabs the reader's attention for the _____ position at _____ company

- 7 What are the essential skills and qualifications for the _____ position at _____ company, and how can I demonstrate them in my cover letter?