

AI PROMPTS FOR CAREER EXPLORATION

AI tools like ChatGPT can help you get clearer about your future career—but only if you ask the right questions. Use the prompts below to explore career options, clarify values, and even write your personal vision.

1. Explore Career Paths

- "What are some career paths for someone with a degree in [your major] and an interest in [your interest]?"
- "Give me a list of jobs that combine [skill 1] and [skill 2] in creative ways."
- "What are the day-to-day responsibilities of a [job title]?"
- "What industries are growing that might match my skills in [insert skills]?"

2. Analyze Job Descriptions

- "Break down the key skills and responsibilities in this job description: [paste job description]"
- "What does this company seem to value based on this job posting?"
- "How can I tailor my resume for this job posting?"

3. Identify Values & Priorities

- "Help me identify my career values. I value [examples: creativity, flexibility, service, achievement, etc.]. What careers align with those?"
- "What kind of work environments match someone who prefers [working alone/in teams, fast pace/stability, etc.]?"
- "Give me journal prompts to explore my strengths and what motivates me."

4. Draft Your Vision

- "Help me write a personal vision statement that includes my top strengths: [insert strengths], and my goals to [insert goals]."
- "Based on my interests in [topic], background in [field], and desire to [impact], write a first draft of a career purpose statement."



Pro Tip: Be Honest + Specific

The more you share about yourself—your experiences, interests, and questions—the more useful the AI's responses will be. Treat it like a brainstorming partner!



USING AI TO BUILD MATERIALS

Use these prompts to jumpstart your materials. Then revise to reflect your voice and experience.

Resume Bullet Prompts

- "Write resume bullet points for a [position] where I [describe tasks and accomplishments]. Use action verbs and focus on results."
- "Turn this list of tasks into professional resume bullet points: [paste your list]."
- "Improve these resume bullets to be more concise and impactful: [paste bullets]."
- "Rewrite this experience with numbers and measurable results: [describe your role]."
- "Translate these student job duties into resume language that's ATS-friendly."

Cover Letter Prompts

- "Write a professional cover letter for a [job title] at [company], using my background in [field or major] and emphasizing [skills or values]."
- "Draft a cover letter introduction that is engaging and tailored to [company name]."
- "Help me write a paragraph about my experience doing [specific project/task] for a cover letter."
- "Create a closing paragraph for a cover letter that expresses interest and thanks the employer."
- "Write a full cover letter in a professional tone using this resume: [paste resume]."

LinkedIn Summary Prompts

- "Write a first-person LinkedIn summary for a [student/new grad/professional] in [field] interested in [career goal]."
- "Help me write a LinkedIn summary that reflects my experience in [describe your background] and values like [list values]."
- "Summarize my top skills and career goals into a short LinkedIn 'About' section."
- "Write a friendly and professional LinkedIn summary that blends my academic background and internship experience."
- "Create a LinkedIn summary that includes my passion for [topic] and recent projects in [field]."



Pro Tips

- Always proofread and personalize the output.
- Fact-check details and make sure it sounds like you.
- Use AI as a drafting tool, not a final product.



USING AI TO SEARCH SMARTER

Today's job search isn't just about browsing listings—it's about leveraging every tool at your disposal. Artificial Intelligence (AI) can help you explore opportunities and tailor your approach with precision. Copy and experiment with these prompts in your favorite AI tool (like ChatGPT, Bard, or any similar tool) to get actionable insights.

1. Finding Job Titles Based on Skills

- "Based on these skills: [list your skills], what are some job titles I should look for in [industry]?"
- "Suggest alternative job titles for someone skilled in [skill 1], [skill 2], and [skill 3]."
- "What entry-level roles align with the following skills: [skills]?"
- "What are common job titles for careers involving [skill or task]?"

2. Rewriting Job Descriptions

- "Rewrite this job description to make it easier to understand: [paste job description]."
- "Explain this job posting in simple terms for a college student: [paste job description]."
- "Convert this job description into bullet points focusing on skills needed: [paste job description]."
- "Highlight the most important skills from this job description: [paste job description]."

3. Drafting Outreach Emails

- "Write a professional email to request an informational interview with a [job title] at [company]."
- "Create a cold email template for reaching out to an alumni in [industry]."
- "Draft a follow-up email after submitting a job application to [company]."
- "Write a brief LinkedIn message to connect with a recruiter at [company]."

4. Researching Company Cultures

- "Describe the company culture at [company name], including values and work environment."
- "What do employees say about work-life balance at [company name]?"
- "Explain the growth and development opportunities at [company name]."
- "Provide an overview of the leadership style and team dynamics at [company name]."

5. Salary & Negotiation

- "What is the average salary range for a [job title] in [location]?"
- "How do I negotiate a salary offer for an entry-level position?"
- "Write a polite email to negotiate a job offer salary."
- "What benefits should I consider besides salary when evaluating a job offer?"

6. Time Management & Motivation

- "Suggest a weekly schedule to balance job searching with school."
- "Provide motivational quotes or tips to stay positive during a job search."
- "What are effective ways to track and organize job applications?"
- "Help me set SMART goals for my career development."



Pro Tips:

- **Be Specific:** The clearer your prompt, the more useful the answer.
- **Customize:** Adjust prompts with your details—names, specific skills, or industry keywords—to get tailored responses.
- **Experiment:** Try different variations of each prompt to explore various angles.
- **Follow Up:** Use the AI's responses to refine your search, approach, and application materials.



USING AI TO PREPARE FOR INTERVIEWS

Artificial Intelligence (AI) tools can be a powerful part of your interview preparation. Whether you want practice questions, feedback on answers, or mock interviews, AI can help anytime, right from your computer or phone.

Sample AI Prompts to Boost Your Interview Prep

1. Generate Sample Interview Questions

Ask AI to create tailored questions for your target role.

Example Prompt:

"Generate sample interview questions for a [job title] position."

E.g., "Generate sample interview questions for a marketing coordinator role."

2. Get Feedback on Your Answers

Paste your response and ask for constructive feedback.

Example Prompt:

"Give feedback on this STAR answer: [insert your answer]. How can I improve it?"

3. Role-Play as an Interviewer

Simulate a one-on-one interview to practice real-time responses.

Example Prompt:

"Role-play as an interviewer for a remote tech support job. Ask me behavioral and technical questions."

4. Simulate a Panel Interview

Prepare for multiple interviewers by simulating a panel setting.

Example Prompt:

"Simulate a panel interview with 3 interviewers asking behavioral questions for an entry-level finance role."

Tips for Using AI Effectively

- Be specific in your prompts for the best results.
- Practice aloud, treat AI like a real interviewer.
- Use the feedback to revise and improve your answers.
- Mix in different types of questions: behavioral, situational, technical, and culture-fit.



Reminder:

AI is a practice tool, always prepare with real human feedback when possible too!



AI PRACTICE COMPANION GUIDE

AI tools can simulate interviews, help you craft answers, and give personalized feedback. This guide shows you how to prompt AI to practice different interview styles and improve your responses.

1. Choose Your Interview Type

Behavioral: Focus on past experiences and soft skills

Prompt example:

"Ask me behavioral interview questions for a customer service role."

Situational: Practice hypothetical problem-solving

Prompt example:

"Give me situational interview questions for a project coordinator position."

Technical: Test your job-specific skills

Prompt example:

"Ask technical interview questions for a software engineering job."

Panel Interview: Simulate multiple interviewers

Prompt example:

"Simulate a panel interview with 3 interviewers asking questions for a marketing assistant role."

Virtual Interview: Practice video interview etiquette and questions

Prompt example:

"Conduct a virtual interview simulation for a remote data analyst position."

2. Practice Your Answers & Get Feedback

STAR Answer Review

Prompt:

"Review this STAR answer for the question 'Tell me about a time you handled conflict' and suggest improvements."

Tone & Clarity Check

Prompt:

"Give me feedback on the tone and clarity of this interview answer: [paste answer]."

3. Role-Play & Mock Interviews

One-on-One Interview

Prompt:

"Role-play an interview for an entry-level finance position. Ask me questions and respond to my answers."

Panel Interview Simulation

Prompt:

"Simulate a panel interview with behavioral and technical questions for a customer support role."

4. Critique Questions to Improve

After your answer, ask AI questions like:

- "How can I make this answer stronger?"
- "What details should I add to make this more impactful?"
- "Does this answer sound confident and clear?"
- "How can I improve my body language or tone if this were a video interview?"



USING AI TO GROW ON THE JOB

AI can help you manage tasks, learn new skills, and communicate more effectively. Use these sample prompts to get started — then adjust them to your own context.

1. Professional Communication

- "Draft a professional email to ask for a project update."
- "Write a polite follow-up email after a meeting to confirm next steps."
- "Help me respond professionally to constructive feedback I received."
- "Draft a thank-you email to my manager after completing a project."

2. Document Summaries & Analysis

- "Summarize this long policy document for onboarding purposes."
- "Outline the key points from this 10-page report in bullet form."
- "Compare the main differences between two versions of a company policy document."
- "Highlight the most important deadlines and action items from this memo."

3. Learning & Skill Building

- "Explain basic Excel functions and formulas I'll need for work, with examples."
- "Teach me how to create a simple project timeline in Excel or Google Sheets."
- "Summarize the key points from this technical guide in simple language."
- "Provide step-by-step instructions to use [specific software/tool] efficiently."

4. Problem Solving & Decision Making

- "Help me brainstorm solutions for [specific workplace challenge]."
- "List pros and cons of two approaches to complete a project task."
- "Generate a project plan outline for [specific task or initiative]."
- "Suggest ways to prioritize multiple tasks with competing deadlines."

5. Career Development & Growth

- "Draft a self-introduction to share with potential mentors in my organization."
- "Summarize key skills I should develop to advance in my current role."
- "Generate ideas for stretch projects that could build my leadership skills."
- "Create a 6-month skill development plan for [specific role or competency]."



Tips for Using AI at Work:

- Review and edit AI output to ensure clarity and professionalism.
- Avoid sharing sensitive company information unless approved.
- Use AI as a supplement — combine its guidance with real-world practice and mentorship.
- Customize prompts to fit your style, role, and organizational context.



USING AI FOR LIFE MANAGEMENT

AI can help you organize your finances, understand benefits, plan student loan repayment, and manage personal responsibilities efficiently. Use these prompts as a starting point and customize them for your situation.

1. Budgeting & Financial Planning

- "Create a monthly budget based on a \$48,000 annual salary."
- "Generate a 6-month savings plan to build an emergency fund of \$3,000."
- "Break down how to save for a \$2,000 vacation while paying off student loans."
- "Suggest ways to allocate income using the 50/30/20 rule."
- "Create a weekly spending tracker template for personal expenses."
- "Estimate monthly take-home pay after taxes, 401(k) contributions, and insurance deductions."

2. Understanding Benefits & Insurance

- "Explain the difference between HMO and PPO health plans."
- "Summarize key points in a company's benefits package."
- "Compare short-term vs. long-term disability insurance options."
- "Explain how a 401(k) employer match works and the best contribution strategy."
- "Provide a simple guide to understanding dental and vision insurance coverage."

3. Student Loan Repayment

- "Help me plan student loan repayment based on my \$50,000 job offer."
- "Compare standard, income-driven, and graduated repayment plans for federal loans."
- "Generate a 12-month repayment schedule for my student loans including interest calculations."
- "Suggest strategies to pay off high-interest private loans faster."
- "Explain forgiveness programs for public service or teaching jobs."

4. Taxes & Retirement Planning

- "Explain how to file taxes as a first-year professional."
- "Compare Roth vs. Traditional IRA for a new employee."
- "Estimate annual tax deductions for student loan interest and 401(k) contributions."
- "Create a 3-year retirement contribution plan starting with \$200 per month."

5. General Life Management

- "Create a weekly meal plan on a budget of \$50 per week."
- "Generate a time-blocked weekly schedule balancing work, exercise, and personal tasks."
- "Suggest strategies to reduce monthly subscriptions and recurring expenses."
- "Help me plan a short-term goal, like saving \$1,000 in 3 months for an emergency fund."
- "Provide tips to track personal habits and productivity using a simple spreadsheet."



Pro Tip: Think of AI as a "personal assistant" for your finances and life planning. Adjust numbers, goals, or deadlines to fit your real situation, and always verify calculations.

