

STOP SENDING GENERIC APPLICATIONS

Use ChatGPT to build a smarter job-search system

8 copy-ready prompts for better targeting, stronger applications and
consistent follow-up

SWIPE TO START

THE COMPLETE GUIDE AND PROMPT PACK

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How to use this guide

A practical way to use AI while keeping control of your job search

Hi, I'm Akam Dasi. I created this guide to help you use ChatGPT during a job search without handing your judgment over to AI. The prompts can help you focus your search, write from evidence and stay organized. You should still check every claim and send every application yourself.

What you will create

- A focused list of job titles that match your real experience.
- A verified evidence inventory and a complete master resume.
- A repeatable method for analyzing and tailoring each application.
- A tracker for deadlines, contacts, follow-ups and results.
- A safe research and outreach process that protects your reputation.

Prepare these materials

- A redacted resume with your street address, phone number, references and sensitive identifiers removed.
- Two or three representative job descriptions for roles you genuinely want.
- Verified career facts, including dates, tools, projects, team scope and measurable results.
- A spreadsheet or database where you can track applications outside the chat.

DOJO NOTE: ChatGPT sometimes sounds certain when it is wrong. Check every output before you use it.

Choose realistic target roles

Focus your search before rewriting anything

A broad search can feel productive, but it often leads to generic applications. Begin with roles where your experience already supports most of the core responsibilities.

Process

1. Upload a redacted resume or paste the relevant sections.
2. Ask for realistic titles, not aspirational titles with no supporting evidence.
3. Review the suggested titles and remove roles you would not accept.
4. Compare the remaining titles with several current job descriptions before committing.

ROLE TARGETING PROMPT

Act as a senior recruiter. Review my resume and suggest 10 realistic job titles. For each title, list: (1) the strongest supporting evidence from my resume, (2) missing qualifications, (3) important keywords, and (4) a fit rating from 1 to 10. Rank the roles by fit. Do not invent experience or assume skills that are not written in my resume.

Decision rule

Prioritize roles where you can prove most core requirements. A missing preferred qualification may be acceptable. A missing legal license, required clearance or central technical skill usually deserves more caution.

Build an evidence inventory

Create a fact base before asking AI to improve your resume

ChatGPT can only work with the facts you give it. Before asking for a rewrite, collect examples of what you did, how you did it and what changed because of your work.

EVIDENCE INVENTORY PROMPT

Interview me about my work history one question at a time. For each position, ask about projects, tools, scope, stakeholders, problems, actions, measurable results and business impact. Do not write resume bullets yet. Flag every claim that needs proof. Finish with an evidence table containing: employer, role, project, challenge, action, tool, result, metric, proof available and target-role relevance.

Evidence examples

Weak input	Better evidence	Metric source	Status
Managed alerts	Triaged priority alerts and documented escalation decisions	Ticket history	Verify volume
Improved security	Reduced a named control gap by implementing a specific change	Audit report	Add result
Worked with Azure	Configured or monitored named Azure services for a defined environment	Change record	Confirm scope

DOJO NOTE: If you cannot verify a number, use [ADD METRIC] and investigate. Never let AI manufacture one.

Create the master resume

Maintain one complete source document for future tailoring

Think of the master resume as your private source document. It can be longer than the resume you submit because it holds the verified experience you may want to use for different roles.

MASTER RESUME PROMPT

Using only my verified evidence inventory, create a master resume for [TARGET ROLE FAMILY]. Write clear achievement bullets using action, task and result. Keep technical keywords in context. Mark missing metrics as [ADD METRIC]. Do not create employers, dates, tools, certifications, responsibilities or numbers. After drafting, include an accuracy checklist that maps each bullet to its evidence source.

Master resume checklist

- A clear headline and summary aligned with your target role family.
- A skills section containing tools and methods you can discuss in an interview.
- Achievement bullets that explain what changed because of your work.
- Consistent dates, job titles, locations and certification names.
- No keyword stuffing, hidden text, fabricated metrics or exaggerated ownership.

DOJO NOTE: Keep the master resume private. Submit a shorter tailored copy for each role.

Decode each job description

Understand what the employer will likely screen first

Many job descriptions blend essential duties with preferences and promotional language. Sorting those details first makes it easier to decide whether the role deserves your time.

JOB ANALYSIS PROMPT

Analyze the job description below. Create five sections: (1) core responsibilities, (2) required qualifications, (3) preferred qualifications, (4) likely screening keywords, and (5) questions or ambiguities. Compare it with my resume. Give a fit score only after showing evidence for every scored item. Label unsupported assumptions clearly.

JOB DESCRIPTION:
[PASTE FULL DESCRIPTION]

MY RESUME:
[PASTE THE VERSION YOU WILL USE]

Questions to answer before applying

- Can I prove the core responsibilities with recent examples?
- Which missing items are trainable preferences and which are real blockers?
- Does the compensation, location and work arrangement fit my needs?
- Does the posting appear on the employer's official career site?
- Can I explain why this specific role fits my next move?

Tailor the application truthfully

Make relevant evidence easier for a recruiter to find

Tailoring means selecting the strongest truthful evidence for one position and placing it where a recruiter can find it quickly. Keep your real employment history intact.

RESUME TAILORING PROMPT

Tailor my resume for this job. Reorder relevant achievements, mirror accurate terminology from the posting, and remove unrelated details. Preserve my employers, titles, dates and verified facts. Do not add any keyword that I cannot support. First show proposed changes in a table with: section, current text, proposed text, reason and evidence source. Wait for my approval before producing the final resume.

Final review

1. Compare the tailored resume with your master resume.
2. Verify every new word, especially tools, scope, ownership and metrics.
3. Read the final document as plain text to catch formatting problems.
4. Use a clean filename such as Firstname-Lastname-Role-Company.pdf.
5. Submit manually and record the exact version in your tracker.

DOJO NOTE: A polished false claim can damage your candidacy more than a missing keyword.

Create the application tracker

Move deadlines and follow-ups out of chat history

Choose a spreadsheet or another tool you will actually open and maintain. When you check it, you should immediately see what needs attention today.

APPLICATION TRACKER PROMPT

Create a job application tracker with these columns: company, role, location, work arrangement, job link, source, date found, deadline, fit score, priority, resume version, cover note version, recruiter, hiring manager, application date, follow-up date, current status, next action and notes. Define status options and a simple priority rule based on fit, posting freshness and deadline. Return the result as a table I can paste into a spreadsheet.

Recommended status options

Researching, Ready to tailor, Ready to submit, Applied, Follow-up due, Recruiter screen, Interviewing, Offer, Closed, Withdrawn.

Simple operating rule

Every active row needs one next action and one date. If a row has neither, it will disappear from your attention.

Research the company and the right people

Verify opportunities before sharing information

Before you contact anyone, confirm that the role and company are real. Use reliable public sources, and clearly separate confirmed facts from your assumptions.

COMPANY RESEARCH PROMPT

Research [COMPANY] and this role using reliable public sources. Summarize: official career-page confirmation, recent business context, likely team priorities, relevant leaders and any material risks. Flag suspicious domains, payment requests, vague duties, inconsistent company names, unrealistic compensation or other scam indicators. Link every source. Separate confirmed facts from reasonable assumptions.

Recruiter outreach prompt

OUTREACH PROMPT

Using the job description and my verified evidence, draft a personalized LinkedIn message under 80 words. Mention that I applied, name one relevant strength, and ask one simple question about the role. Do not claim a personal connection, inside knowledge or experience I have not provided.

Sample message

Hi [Name], I applied for the [Role] position at [Company]. My experience with [relevant skill or result] aligns closely with [specific responsibility]. Is there one priority the team wants this hire to address during the first few months? Thank you for your time.

Follow up and improve

Use response data to improve the next application

A good follow-up reminds the recruiter who you are and why you fit the role. Keep the message brief and give the reader a clear reason to respond.

FOLLOW-UP PROMPT

Review my application tracker. Identify follow-ups due this week. For each one, draft a short message that names the role, mentions one relevant strength and asks a polite question. Do not write more than one follow-up for the same contact unless I provide a new reason. Then summarize which job titles, resume versions and sources are producing the strongest response rate.

Email follow-up template

Subject: Follow-up on [Role] application

Hello [Name], I'm following up on my application for the [Role] position submitted on [Date]. My experience with [relevant evidence] appears closely aligned with [specific responsibility]. Is there any additional information I can provide? Thank you for your consideration.

What to measure weekly

- Applications submitted by target role.
- Recruiter responses and screening calls.
- Interview invitations by resume version and source.
- Time spent per application.
- Common qualification gaps across rejected or low-fit roles.

A weekly job-search routine

Aim for thoughtful applications you can defend in an interview

Block	Work	Output
Research	Find and verify recent roles that match your targets.	Prioritized shortlist
Tailoring	Analyze each posting and prepare truthful application materials.	Ready-to-submit files
Submission	Review manually, submit and record the exact version.	Updated tracker
Outreach	Contact relevant people with specific, short messages.	Documented conversations
Review	Measure responses and update your targeting or evidence.	One improvement for next week

Stop conditions

- Stop and verify when a recruiter uses a lookalike domain or moves immediately to encrypted messaging.
- Stop when anyone requests payment, gift cards, banking access or identity documents before a verified hiring process.
- Stop when AI changes facts, dates, titles, metrics or qualifications.
- Stop when a platform's rules prohibit the automated action you planned to use.

Five prompts for the rest of the hiring process

Skills-gap plan

SKILLS-GAP PROMPT

Compare my verified background with 10 current descriptions for [TARGET ROLE]. Identify recurring gaps. Group them into must-have, useful and optional. Build a 30-day learning plan using hands-on projects. Do not recommend a certification unless multiple job descriptions require or prefer it.

Cover note

COVER NOTE PROMPT

Write a cover note under 180 words for this role. Open with the strongest evidence of fit. Connect two verified achievements to the employer's priorities. Avoid generic enthusiasm, invented values and repeated resume bullets. End with a direct invitation to discuss the role.

Interview stories

INTERVIEW PROMPT

Turn my verified evidence into interview stories. For each story, separate situation, task, action and result. Ask follow-up questions when details are missing. Do not fill gaps yourself. Add likely questions and one concise lesson learned.

Mock interview

MOCK INTERVIEW PROMPT

Act as the hiring manager for this role. Ask one interview question at a time. After each answer, score relevance, clarity, evidence and concision. Ask a realistic follow-up. At the end, identify my three strongest answers and the answers that need more proof.

Networking conversation

NETWORKING PROMPT

Help me prepare for a 15-minute conversation with [PERSON] at [COMPANY]. Using only confirmed public information, suggest five thoughtful questions about the team, role and problems they are solving. Do not ask for a referral in the opening message.

Salary research

COMPENSATION PROMPT

Research the current compensation range for [ROLE] in [LOCATION] using recent, reliable sources. Separate base salary, bonus and equity where available. Explain differences by seniority and company type. Link sources and state the date of the data. Do not invent a precise range when evidence is weak.

The final human review

Protect your information and your professional reputation

Information to remove before uploading

- Street address, personal phone number and personal email when they are not required for the task.
- References and their contact information.
- Government identifiers, immigration documents, bank information and signatures.
- Confidential employer data, customer names, internal system details and nonpublic metrics.

Claims to verify before submitting

- Employment dates, job titles and education dates.
- Certifications, licenses and active-status claims.
- Tools, platforms and technical depth.
- Team size, budget, users supported and geographic scope.
- Percentages, dollar amounts, response times and other metrics.

DOJO NOTE: Never ask AI to bypass application controls, impersonate you, create fake references or submit claims you cannot defend in an interview.

One-page application checklist

- ☐ The role matches one of my approved target titles.
- ☐ I verified the job on the employer's official website.
- ☐ I separated required and preferred qualifications.
- ☐ Every resume claim maps to evidence I can explain.
- ☐ The resume uses accurate terminology from the posting.
- ☐ I removed irrelevant details without hiding important facts.
- ☐ I reviewed spelling, dates, links and formatting.
- ☐ I saved the exact resume and cover note versions.
- ☐ I recorded the application and follow-up date.
- ☐ My outreach message names one specific reason for fit.
- ☐ I did not provide sensitive information or payment.
- ☐ I can explain why I want this role and company.

DOJO NOTE: Save this page and use it before every application.

Keep building practical AI skills

I created The AI Dojo to teach practical uses of artificial intelligence for careers and business. My goal is to share workflows you can understand, test for yourself and use with confidence.

Your next step

Visit aidojo.markkingsgroup.com for more guides, training and practical AI resources.

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Educational resource. Results depend on your qualifications, market conditions, application quality and employer decisions.