

Chat GPT Prompt for identifying key words

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This prompt would be good to identify keywords for the type of role you're interested in. The goal is to identify key words and understand generally what keywords are most important for this role. By doing this you'll have a resume that needs minimal changes between job to job, and you can use the next prompt to compare your template resume to each JD you apply to.

Step 1: Pull 3-5 aspirational job descriptions (JD) based on the job title you're interested

Step 2: Use following prompts within Chat GPT one at a time:

- You are a career coach helping a client with their resume and career strategy. Please analyze the below job description and provide a list of key skills, technical terms, and relevant keywords that should be highlighted in the resume and cover letter.
 - Job Description: (Paste job posting here. Primarily include introduction, about the job, and minimum qualifications. No need to include the fringe sections like benefits, salary, etc)
- Do the above with 3-5 job descriptions, and follow up with the following prompt to understand at the aggregate what key words to prioritize:
 - Thank you for helping me identify the keywords in each job description above. My goal is to apply to [dream job title] roles like the [3] roles above. Can you please review all of the above job descriptions and identify the top 15 keywords/skills that I should focus on as I continue to apply for [dream job title] roles.

ChatGPT Prompt comparing your resume to the job description to help you identify gaps and modifications to make prior to submitting

Job Search Chat GPT Prompt

Below is a prompt to compare your resume to the job description you're applying to so that you can see what gaps you should address:

- I am applying to a [Job Title] role, and you are a career coach and resume writer. Attached is my resume, and below are the relevant portions of the job postings. I am not requesting, yet, that you revise my resume. I would like you to review the job posting and let me know what keywords I should be aware of when modifying my resume and whether it's already covered in the existing resume, and let me know what areas based on the job posting I should expand on if I have the experience. Also let me know what bullets in my existing resume are not relevant to this posting.
 - Posting:
- [Paste job posting here. Primarily include introduction, about the job, and minimum qualifications. No need to include the fringe sections like benefits, salary, etc]

- Optional follow up question- Specifically, what 1-5 keywords or phrases need to be added?