

## MADE FOR YOU AI Career Coach GPT

**Overview:** This guide provides recommendations on how to create and use an AI Career Coach custom GPT.

**What is a custom GPT?** A custom GPT is a version of ChatGPT that has been specially designed for a specific purpose—in this case, helping you transition from government/NGO work to the private sector.

### What This GPT Does



This GPT is your AI Career Coach, designed specifically for government and NGO employees who have been furloughed or laid off and are transitioning into the private sector or other industries. It helps you with:

- ✓ Resume Optimization – Tailoring your resume to highlight transferable skills and match private-sector job descriptions.
- ✓ Cover Letters – Writing strong, customized cover letters that explain your transition and make you stand out.
- ✓ Interview Preparation – Generating mock interview questions and sample answers to boost your confidence.
- ✓ Job Search Strategies – Helping you use AI tools, job boards, and networking effectively.
- ✓ LinkedIn & Networking – Crafting connection requests and outreach messages to expand your professional network.

### How is it different from a regular chat?

- ♦ Focused Expertise – Instead of giving generic career advice, it is trained to understand government and NGO careers and how they translate to private-sector roles.
- ♦ Specialized Prompts & Tools – It can generate AI-powered resume edits, interview answers, and job search strategies tailored to your background.
- ♦ Practical & Actionable Advice – It provides real-world strategies instead of just theoretical answers.

This GPT is like having a **personal career coach and AI job search assistant**, helping you make a smooth transition into a new career.

  See the next pages for how to access and best practices to get the most out of it.

## **How to Access:** [AI Career Coach](#)

- NOTE: You need a ChatGPT account, this will work with the free or paid version

## **Helpful Tips**

To get the best results from this GPT:

Whether you're looking to optimize your resume, craft a compelling cover letter, prepare for interviews, or expand your professional network, this guide will help you make the most of AI-powered job search strategies.

- ✓ Be Specific – Include job titles, industries, and target companies for more tailored advice.
- ✓ Provide Context – Share relevant career background information for personalized recommendations.
- ✓ Refine & Iterate – Adjust AI-generated responses to fit individual needs and preferences.

Whether you need help reframing your experience, learning job search strategies, or navigating interviews, this GPT provides practical, AI-powered career advice to make your job hunt easier.

## Getting Started – 5 Simple Steps

1. **Ready-to-Use Prompts:** Test drive the recommended prompts to get familiar with the types of information this can provide. Select any of the 4 options that you see.



### AI Career Coach

By Julie Kelleher &

AI Career Coach for Government & NGO Professionals

How can I make my government experience...

What AI tools can I use to improve my job applications?

Can you help me prepare for an interview in the...

What's the best way to use AI to optimize my...

2. **Ask Specific Questions:** Feel free to begin entering specific needs and requests. Sample questions:

Transferability	How can I make my government experience appealing to private-sector employers?
Resume	Can you help me update my resume based on a specific job I am interested in?
Resources	What AI tools can I use to improve my job applications? Can you provide a list of free career transition resources?
Interview Prep	Can you help me prepare for a specific role based on the job description? Can you help me prepare for an interview in the tech/finance sector?
LinkedIn	What's the best way to use AI to optimize my LinkedIn profile?

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### 3. Try Recommended AI Prompts for Job Searching

Use the following AI prompts to optimize your job search:

📌 Resume Optimization Prompts:

*"Analyze my resume and suggest improvements to make it more appealing for a private-sector hiring manager. Focus on transferable skills and measurable achievements."*

📌 Cover Letter Writing Prompts:

*"Generate a cover letter for a [job title] position at [company] that highlights my experience in [government/NGO sector] and how it applies to the private sector."*

📌 Interview Practice Prompts:

*"Generate a list of behavioral interview questions for a [job title] role in the private sector. Include sample answers highlighting transferable skills."*

📌 Networking & LinkedIn Messaging Prompts:

*"Write a LinkedIn connection request for a hiring manager at [company] explaining my transition from government work and interest in their industry."*

📌 Job Search Strategy Prompts:

*"List the top 10 AI-powered job search platforms where I can find private-sector opportunities relevant to my skills and experience."*

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### 4. Ask for Resources & Tools

This AI Career Coach recommends trusted career development resources, including:

AI-Powered Resume & Cover Letter Tools

AI-Powered Job Search Tools

Networking & Career Development Platforms

Industry-Specific Private-Sector Transition Resources

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## 5. Ask for Career Transition Strategies

This AI Career Coach provides customized guidance for professionals transitioning from government or nonprofit work to the private sector, including:

- ✓ How to Translate Government/NGO Experience for the Private Sector
  - ✓ Overcoming Common Career Transition Challenges
  - ✓ Building an AI-Optimized LinkedIn Profile for Maximum Visibility
  - ✓ Using AI for Salary Research & Negotiation Strategies
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## Prompting Guidelines

To get the best results from this AI Career Coach:

- ✓ Be Specific – Include job titles, industries, and target companies for more tailored advice.
- ✓ Provide Context – Share relevant career background information for personalized recommendations.
- ✓ Refine & Iterate – Adjust AI-generated responses to fit your individual needs and preferences.

By leveraging AI effectively, you can navigate your career transition with confidence and land your next opportunity in the private sector! 🚀

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If you would prefer to create a custom GPT for your own personal use, a Personal AI Career Transition GPT.

- Guide: [📖 BUILD YOUR OWN\\_Personal AI Career Transition GPT](#)
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Questions or feedback, send me an email. I'd love to hear from you: [julie@juliekelleher.com](mailto:julie@juliekelleher.com)