

FREE DOWNLOAD

The AI Job Search Toolkit ✨

25 proven prompts to help you land more interviews — copy, paste, get hired.

1 • Copy a prompt

2 • Paste your info

3 • Make it yours



Resume Builder Toolkit

Turn tired bullets into achievements the ATS actually finds

PROMPTS 1–5 • P.3



Resume Match Toolkit

Score your resume against any job post — then close the gaps

PROMPTS 6–10 • P.4



Cover Letter Toolkit

Letters that sound human, confident, and unmistakably you

PROMPTS 11–15 • P.5



Interview Toolkit

Practice with a mock interviewer that scores every answer

PROMPTS 16–20 • P.6



Career Accelerator Toolkit

LinkedIn rewrite, a 30-day plan & unfiltered recruiter feedback

PROMPTS 21–25 • P.7

"AI doesn't get people hired.

Better applications do."

START HERE

Do this before you open a single prompt

Five steps to turn this from a prompt library into a real result — in one sitting.

1

Pick one target role

Not five. One. Everything works better when AI knows exactly what you're aiming at.

2

Choose one recent job posting

A real posting close to what you want. You'll paste this into several prompts ahead.

3

Run prompts #1, #6, #16, and #21 first

One resume rewrite, one match score, one mock interview question, one LinkedIn pass — a fast tour of what's possible.

4

Review every result for truth and voice

Did AI invent a number, a title, or a skill? Cut it. Does it sound like you? If not, ask it to try again.

5

Apply the improvements to one real application this week

Momentum beats perfection. Send something real before moving to the next toolkit.



Privacy first: don't paste your full address, ID numbers, or anything you wouldn't want stored by an online tool.



TOOLKIT 1 OF 5 · PROMPTS 1-5

Resume Builder

Rewrite, quantify, and ATS-proof your resume — without inventing a word.

#1 Modern Resume Rewrite

You are an executive resume writer. Rewrite the following resume bullet so it sounds modern, achievement-focused, and optimized for ATS systems. Keep it truthful, use strong action verbs, quantify results where possible, and keep each bullet under 30 words. Resume bullet: [PASTE BULLET](#)

#2 Turn Duties into Achievements

Rewrite these job responsibilities as measurable accomplishments. Focus on results, time saved, revenue, cost reduction, customer satisfaction, and productivity improvements. Job duties: [PASTE DUTIES](#)

#3 Executive Summary Generator

Write a professional resume summary using the information below. Give me 3 versions — professional tone, ATS-friendly, 50–75 words each. Information: [PASTE RESUME](#)

#4 Strong Action Verbs

Replace weak wording in my resume — "responsible for", "helped", "worked on", "managed" — with stronger, more specific action language. Resume: [PASTE RESUME](#)

#5 ATS Resume Optimizer

Analyze my resume for ATS compatibility. Identify missing keywords, weak wording, formatting issues, and skills employers expect — then suggest specific improvements. Resume: [PASTE RESUME](#)



Experience is your edge. Don't hide 20 years of work — frame it as results. Numbers beat years, every time.



TOOLKIT 2 OF 5 · PROMPTS 6–10

Resume Match

Line your resume up against the job post — and fix the gaps before recruiters find them.

#6 Keyword Match

Compare my resume against this job description. Give me a match score (0–100%), the missing keywords, skills I should emphasize, and specific resume improvements. Resume: **PASTE RESUME** Job description:

PASTE JOB POST

#7 Tailor My Resume

Rewrite my resume specifically for this job posting. Do NOT invent experience — only reorganize and emphasize what already exists. Resume: **PASTE RESUME** Job description: **PASTE JOB POST**

#8 ATS Keyword Extractor

Extract the 25 most important ATS keywords from this job posting and rank them by importance. Job posting:

PASTE JOB POST

#9 Missing Skills Analysis

Compare my experience against this position. Show me the skills I already have, the skills I'm missing, what I should learn — and which gaps don't actually matter. Resume: **PASTE RESUME** Job description: **PASTE JOB POST**

#10 Recruiter Perspective

Pretend you are the hiring manager for this role. Would you interview me? List my strengths, weaknesses, concerns, and the improvements that would change your mind. Resume: **PASTE RESUME** Job description:

PASTE JOB POST



Always paste the entire job description — the more context AI has, the sharper the match.



TOOLKIT 3 OF 5 · PROMPTS 11–15

Cover Letter

Letters and intros that sound like you on your best day — never like a robot.

#11 Custom Cover Letter

Write a one-page cover letter based on my resume and this job posting. Sound confident, personable, and genuine. Resume: [PASTE RESUME](#) Job posting: [PASTE JOB POST](#)

#12 Hiring Manager Version

Rewrite this cover letter as if you're the hiring manager's ideal candidate — but keep it authentic to my real experience. Cover letter: [PASTE LETTER](#)

#13 Networking Version

Write a shorter networking cover letter suitable for a referral or a LinkedIn connection request. Warm, brief, and specific. Resume: [PASTE RESUME](#)

#14 Email Introduction

Write an email introducing me to the recruiter for this role. Professional but conversational, under 150 words. Resume: [PASTE RESUME](#) Role: [PASTE JOB POST](#)

#15 Sounds-Like-You Rewrite

Rewrite this cover letter so it sounds natural and human. Avoid clichés and buzzwords. Keep my voice. Cover letter: [PASTE LETTER](#)



Read it out loud before sending. If it doesn't sound like something you'd actually say, run prompt #15 again.



TOOLKIT 4 OF 5 · PROMPTS 16–20

Interview

Walk in prepared — with practiced answers, ready stories, and a negotiation plan.

#16 Mock Interview

Pretend you're interviewing me for this position. Ask one question at a time and wait for my answer. After each answer: score it, show me how to improve it, then ask the next question. Job description: [PASTE JOB POST](#)

#17 Behavioral Questions

Generate the 20 most likely behavioral interview questions for this role — grouped by theme (leadership, conflict, failure, results). Job description: [PASTE JOB POST](#)

#18 STAR Story Builder

Turn my work experience into STAR interview stories — Situation, Task, Action, Result — I can tell in under two minutes. Experience: [PASTE EXPERIENCE](#)

#19 Salary Negotiation Practice

Pretend you're the hiring manager. Help me practice negotiating salary professionally — give me scripts for common pushback. Role & offer details: [PASTE DETAILS](#)

#20 Tough Interview Questions

Ask me the hardest interview questions recruiters actually use. After every answer: critique it, improve it, and show me an ideal answer.



Practice answers out loud, not in your head. Your mouth needs the reps as much as your brain does.



TOOLKIT 5 OF 5 · PROMPTS 21–25 · BONUS

Career Accelerator

Get found on LinkedIn, plan your next 30 days, and hear the truth recruiters won't tell you.

#21 LinkedIn Profile Rewrite

Rewrite my LinkedIn headline and About section to attract recruiters while remaining authentic. Current profile:

PASTE PROFILE

#22 Career Coach

Based on my resume, identify the five jobs I'm most qualified for — including roles I might not have considered — and explain why. Resume: PASTE RESUME

#23 ATS Resume Score

Score my resume from 1–100 for ATS optimization and explain every single deduction. Resume: PASTE RESUME

#24 30-Day Job Search Plan

Create a daily 30-day job search plan to help me land interviews. Include resume tasks, networking, applications, LinkedIn activity, and interview practice — about one hour per day.

#25 The 10-Second Recruiter Review

Pretend you're a recruiter reviewing 300 resumes. Tell me what would make you pass on mine in the first 10 seconds — then show me exactly how to fix it. Resume: PASTE RESUME



Consistency beats intensity. Thirty focused minutes a day outperforms one exhausting Saturday.

Five rules for best results



Be honest. Never ask AI to invent experience or credentials — recruiters can tell, and it will catch up with you.



Paste the entire job description whenever possible — more context means sharper, more accurate results.



Review every AI-generated response before submitting it. You are the editor-in-chief.



Use AI as your assistant — not your replacement. Your experience is the product; AI is the packaging.



Customize your resume and cover letter for every single application. Generic gets ignored.

**"AI doesn't get people hired.
Better applications do."**

These 25 prompts help you create them faster, with higher quality
— and a better chance of landing the interview.

Ready for a guided reset?

This free toolkit helps you improve one piece of your job search. **The 7-Day Job Search Jump Start** walks you through the full system: your resume, target roles, LinkedIn profile, applications, and interview stories — plus a personal AI Career Assistant you can keep using.

Get the 7-Day Job Search Jump Start →

MyAIJobHunt.com