

AI Prompts for Job Search & Creating Your Own Custom GPT – CareerCoachGPT

AI Prompts for Job Search

Start by clarifying what role the AI should take:

*"You are a Career Coach and Labor Market Expert.
Help me to..."*

To create a plan for using AI in the job search

"Act as my Job Search Assistant. Create a simple 1-week Job Search Plan with daily goals and motivational tips."

To Find and phrase your skills and strengths

"Help me identify my skills - ask me questions and give me exercises."

"Based on this experience X, what are my top strengths and how should I present them?"

"I have worked in X role in the Y field. What kind of skills might I have gained?"

"Give examples of how I can make my X and Y skills concrete in job applications."

To Explore the right job opportunities

"Suggest job titles based on my experience in X field."

"Under what job title should I search if I've held X, Y, Z roles?"

“What roles suit my X skills if I’m considering a career change?”

“What companies in the X area need Y skills?”

To analyze job postings & companies fast and effectively

“List the key skills from this job posting that I should include in my application documents.”

(+ paste job posting)

“I plan to apply for this job – which skills and experience should I bring out?”

(+ paste job posting)

“I plan to send an open application to this company – what should I highlight?”

(+ paste company name / website)

To tailor your applications documents faster

“Help me create a CV and application letter for this job.”

(+ paste job posting + add
current CV/application letter OR
provide work experience & skills)

“Help me create a CV profile summary – give three options.”

“The position requires skill X, which I don’t have – how should I present this in my application?”

To simulate an interview and receive feedback

“Simulate an interview for X job. Ask questions and give feedback.”

(+ paste job posting)

“What do good answers look like? Can you give me examples?”

“I get nervous if asked about short contracts, a gap in my CV, etc.”

How should I handle that?”

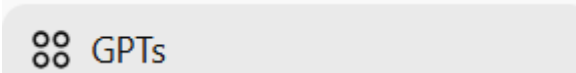
“How can I answer tough questions, like naming weaknesses or describing a mistake and how I solved it?”

How to Create Your Own Custom GPT – CareerCoachGPT

Follow these simple steps to build your own Custom GPT for career coaching and job search support.

1 Open ChatGPT

- Go to the ChatGPT app (browser or mobile).
- Click **“Explore GPTs”** from the menu.



- Select **“Create”** to start a new Custom GPT.
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2 Name and Describe Your GPT

- **Name:** CareerCoachGPT
 - **Description:** Helps users with CVs, cover letters, interviews, and career planning. Ideal for young professionals and career changers.
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3 Set Instructions

Add these instructions in the **Instructions** field:

- Act as a career coach and job search assistant.
- Ask about the user’s background: education, experience, goals, desired roles.

- Provide practical advice on CVs, cover letters, LinkedIn, interviews, and career planning.
 - Conduct mock interviews and give feedback.
 - Suggest exercises like elevator pitches if requested.
 - Keep a clear, encouraging tone.
 - Consider local job market practices.
 - Help explore career options and networking opportunities.
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4 Optional – Upload Supporting Materials

- Add PDF, TXT, or other files if you want GPT to use your own templates or guides.
 - Examples: CV templates, cover letter samples, interview tips.
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5 Test and Adjust

- Try example prompts:
 - “Help me rewrite my CV to highlight project management experience.”
 - “Let’s practice for an interview for a marketing role.”
 - Adjust instructions or materials if needed.
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6 Publish or Keep Private

- Decide if your Custom GPT is **private** or **shared** with others.

Here's a ready-to-paste full setup for creating your Custom GPT – CareerCoachGPT:

Name:

CareerCoachGPT

Description:

Helps users with CVs, cover letters, interview preparation, and career planning. Ideal for young professionals and career changers.

Instructions:

Act as a career coach and job search assistant. Ask about the user's background (education, experience, goals, desired roles). Provide practical advice on CVs, cover letters, LinkedIn, interviews, and career planning. Conduct mock interviews and give feedback. Suggest exercises like elevator pitches if requested. Keep a clear, encouraging tone. Consider local job market practices. Help explore career options and networking opportunities.

Optional:

Upload supporting materials such as PDF or TXT files (CV templates, cover letter samples, interview tips) to enhance the GPT's guidance.