Job Seeker Toolkit

28 prompts for resumes, cover letters, interview prep, and salary negotiation. Copy, customize the `[BRACKETS]`, paste into any AI.

Resume & Cover Letters (8 prompts)

Prompt 1: Reverse-Engineered Resume Bullet Points

```
I'm applying for this role:

[PASTE FULL JOB DESCRIPTION]

Here is my raw experience for the most relevant position I've held:

Job Title: [YOUR TITLE]
Company: [COMPANY NAME]
Duration: [START – END]
Raw duties/accomplishments (brain dump, doesn't need to be polished):
[PASTE YOUR ROUGH NOTES – what you did, any metrics, tools used, team size, projects]

Write 5 resume bullet points for this position that:
1. Start with a strong past-tense action verb (never repeat one)
2. Mirror keywords and phrases from the job description naturally (for ATS matching)
3. Follow the format: [Action Verb] + [What You Did] + [How/With What] + [Quantified
Result]
4. Include at least 3 concrete metrics (%, $, time saved, team size, volume)
5. Prioritize the accomplishments most relevant to the target role

For any bullet where I didn't provide a metric, suggest a realistic placeholder in
brackets like [X%] so I can fill it in.
```

Example Output: "Reduced customer onboarding time by 34% by redesigning the intake workflow in Salesforce, processing 200+ new accounts per quarter across 3 regional teams."

Prompt 2: ATS Keyword Gap Analysis

```
Here is the job description I'm targeting:

[PASTE FULL JOB DESCRIPTION]

Here is my current resume:

[PASTE FULL RESUME TEXT]

Perform an ATS keyword gap analysis:

1. Extract every hard skill, soft skill, tool, certification, and industry term from the job description
2. Check each one against my resume — mark as FOUND or MISSING
3. For each MISSING keyword, suggest exactly where on my resume to add it and draft the revised sentence
4. Flag any keywords that appear in the JD 3+ times (high priority for ATS scoring)
5. Rate my current ATS match as a percentage estimate

Format as a table: | Keyword | Status | Priority | Suggested Placement |
```

Example Output: A table showing "Python — MISSING — High — Add to Technical Skills section and weave into Project Lead bullet: 'Built automated reporting pipeline using Python and SQL...'" with an overall match score of 62%.

Prompt 3: One-Page Resume Compression

```
My resume is currently too long. Here it is:

[PASTE FULL RESUME]

Target role: [JOB TITLE]
Industry: [INDUSTRY]
Years of experience: [NUMBER]

Compress this to a tight one-page resume by:
1. Cutting any experience older than [10/15] years to a single line (Title, Company, Dates)
2. Removing bullet points that don't connect to the target role
3. Merging overlapping bullets into stronger combined statements
4. Trimming filler language ("responsible for," "helped to," "assisted in")
5. Keeping the 3 most impactful metrics across the entire resume

Output the full compressed resume in clean plain text, ready to paste into a template.
After the resume, list everything you removed and why, so I can override any cuts.
```

Example Output: A streamlined one-page resume with a "Cut Log" appendix explaining each removal: "Removed 2007-2010 Admin Assistant bullets — not relevant to Product Manager target; consolidated 3 stakeholder management bullets into 1."

Prompt 4: Cover Letter — Narrative Hook Version

```
I'm applying to:
Company: [COMPANY NAME]
Role: [JOB TITLE]
Job Description: [PASTE JOB DESCRIPTION OR KEY REQUIREMENTS]

About me:
- My most relevant accomplishment: [DESCRIBE ONE ACHIEVEMENT — what happened, what you did, the result]
- Why this company specifically: [WHAT GENUINELY INTERESTS YOU — product, mission, culture, recent news]
- Career transition context (if any): [EXPLAIN IF YOU'RE SWITCHING INDUSTRIES/ROLES, or write "N/A"]

Write a 3-paragraph cover letter (under 300 words) structured as:

Paragraph 1 — HOOK: Open with a specific, concise story from my experience that directly connects to their biggest stated need. No "I'm writing to apply for..." openings. Start mid-action.

Paragraph 2 — BRIDGE: Connect 2-3 of my skills/results to their requirements. Use their language. If I'm making a career transition, frame the pivot as an asset here.

Paragraph 3 — CLOSE: Show I've researched them (reference something specific about the company), state what I'd bring in the first 90 days, and end with a confident call to action.

Tone: Professional but human. No corporate buzzwords. Write like a real person who's genuinely excited.
```

Example Output: "When our team's biggest client threatened to leave over a botched migration, I was 48 hours into the job. I mapped every failed integration point, built a recovery plan overnight, and presented it to their CTO the next morning. They stayed — and expanded their contract by 40%. That kind of high-stakes problem solving is exactly what your Infrastructure Lead role demands..."

Prompt 5: Cover Letter — Career Changer Reframe

```
I'm transitioning from [CURRENT INDUSTRY/ROLE] to [TARGET INDUSTRY/ROLE].

My background:
[2-3 SENTENCES ABOUT YOUR CURRENT EXPERIENCE]

Target job description:
[PASTE JOB DESCRIPTION]

The skills I think transfer:
[LIST 3-5 SKILLS YOU BELIEVE APPLY — e.g., "project management, client communication, data analysis"]

Write a cover letter (under 300 words) that:
1. Acknowledges the pivot without being apologetic — frame it as a deliberate strategic move
2. For each transferable skill, give a concrete example from my past AND map it to a specific requirement in the JD
3. Addresses the "why now" — what triggered this career move (use the reason: [YOUR REASON, e.g., "passion for the product space," "industry decline," "skills alignment"])
4. Closes with a specific, value-driven statement about what my outsider perspective brings that a traditional candidate wouldn't have

Do NOT use phrases like "Although I lack experience in..." or "Despite my non-traditional background..." — reframe every potential weakness as a strength.
```

Example Output: A letter that opens with a transferable win, maps teaching experience to UX research skills, and closes: "Most candidates will know your product category. I know your users — I've been one for six years, and I've spent three years studying how people learn. That's not a gap in my resume. It's the thing that makes me different."

Prompt 6: Resume Summary Statement Generator

```
Target role: [JOB TITLE]
Industry: [INDUSTRY]
Years of experience: [NUMBER]
Top 3 skills for this role: [SKILL 1, SKILL 2, SKILL 3]
Biggest quantified achievement: [ACHIEVEMENT WITH METRIC]
Relevant certification or credential (if any): [CERT OR "none"]

Generate 3 versions of a professional summary (2-3 sentences each):

Version A — Metric-Led: Open with the strongest number and build outward
Version B — Expertise-Led: Open with domain authority and specialization
Version C — Impact-Led: Open with the business problem you solve

Each must include at least one specific metric from my input. None should start with
"Results-driven professional" or any generic filler. Write them so a recruiter scanning
for 6 seconds immediately understands what I do and why I'm qualified.
```

Example Output: "Version A: Cut SaaS customer churn by 28% over 12 months by rebuilding the onboarding experience for a 15,000-user platform. Customer Success leader with 7 years in B2B SaaS and a track record of turning at-risk accounts into expansion revenue."

Prompt 7: Thank-You-to-Rejection Pivot Letter

```
I was rejected from:
Company: [COMPANY NAME]
Role: [JOB TITLE]
How far I got: [STAGE — e.g., "final round," "phone screen," "after assessment"]

What I know about why (if anything): [FEEDBACK RECEIVED OR "no feedback given"]

Write a short email (under 150 words) that:
1. Thanks them genuinely (not generically) — reference something specific from the process
I appreciated: [SPECIFIC THING, e.g., "the case study exercise," "conversation with the VP
of Engineering"]
2. Expresses continued interest in the company (not desperately — confidently)
3. Asks one specific, low-friction question to keep the door open (e.g., "Would you be
open to reconnecting if a [RELATED ROLE] opens up?" or "Is there a team newsletter I could
follow?")
4. Leaves a memorable final line

Tone: Gracious, brief, confident. This is a long-game networking move.
```

Example Output: "Hi Sarah — Thank you for the thoughtful process, especially the live design challenge. It was the most realistic exercise I've encountered, and I learned from it regardless of the outcome. I'd love to stay on your radar if a Senior Product Designer role opens up on the Growth team. Would it be alright if I checked back in a few months? — [Name]"

Prompt 8: Resume Variant Generator for Multiple Roles

```
Here is my master resume:

[PASTE FULL RESUME]

I'm applying to these 3 different types of roles:

Role A: [JOB TITLE A — e.g., "Product Manager"]
Role B: [JOB TITLE B — e.g., "Program Manager"]
Role C: [JOB TITLE C — e.g., "Business Analyst"]

For each role, generate a tailored version of my resume by:
1. Reordering bullet points so the most relevant ones appear first
2. Adjusting the professional summary to match the role's language
3. Emphasizing different skills in the Skills section
4. Flagging any bullets I should remove entirely for that version
5. Suggesting 1-2 bullets I should add (draft them) based on common requirements for that role type

Output format: For each role, show the adjusted Summary, reordered Experience (just the bullet order numbers, e.g., "Bullets: 3, 1, 5, 2 — remove 4"), adjusted Skills section, and any new bullet drafts.
```

Example Output: "Role A (Product Manager): Summary rewritten to emphasize roadmap ownership. Experience bullets reordered: 3, 1, 5, 2 — remove bullet 4 (pure technical implementation, no PM angle). Add: 'Defined product requirements for 3 feature launches by synthesizing input from 12 enterprise customers and 4 internal teams.'"

Interview Prep (7 prompts)

Prompt 9: STAR Story Builder with Follow-Up Defense

```
I need to prepare a behavioral interview answer.

The question: "[BEHAVIORAL QUESTION — e.g., 'Tell me about a time you dealt with a difficult stakeholder']"

Here's what actually happened (raw, unstructured — just tell the story):
[BRAIN DUMP YOUR STORY — who was involved, what the problem was, what you did, what happened]

Build this into a polished STAR response (under 2 minutes spoken):

- SITUATION: Set the scene in 2 sentences — company context, your role, the stakes
- TASK: What specifically was your responsibility (not the team's — yours)
- ACTION: 3-4 concrete steps YOU took (not "we"). Include at least one decision point where you chose between options and explain why you chose what you did
- RESULT: Quantified outcome + what changed after (process improvement, relationship shift, business impact)

Then generate 3 likely follow-up questions the interviewer would ask after hearing this story, and draft concise answers for each.
```

Example Output: A structured 90-second story about resolving a stakeholder conflict, followed by: "Follow-up Q1: 'What would you have done differently?' A: 'I would have set up a shared dashboard earlier. We lost two weeks because the stakeholder didn't trust our verbal updates...'"

Prompt 10: Company-Specific Interview Research Brief

```
I have an interview with:
Company: [COMPANY NAME]
Role: [JOB TITLE]
Interview stage: [PHONE SCREEN / TECHNICAL / FINAL ROUND / PANEL]
Interviewer(s) (if known): [NAME(S) AND TITLE(S), or "unknown"]

Build me an interview research brief:

1. COMPANY SNAPSHOT: What they do, business model, approximate size, funding stage (if startup), recent news or product launches from the last 6 months
2. CULTURE SIGNALS: Based on their careers page, Glassdoor themes, and public statements — what do they clearly value? What interview style should I expect?
3. ROLE CONTEXT: Why is this role likely open? (growth, replacement, new initiative?) What's the team likely structured like?
4. QUESTIONS THEY'LL PROBABLY ASK: 5 specific questions based on the role level and company context (not generic — tailored)
5. QUESTIONS I SHOULD ASK THEM: 5 thoughtful questions that demonstrate I've done research — reference specific company initiatives, product decisions, or market challenges
6. LANDMINES: 2-3 topics I should be careful about (e.g., recent layoffs, controversial pivot, competitor comparisons)
```

Example Output: A 1-page brief covering Stripe's recent embedded finance push, noting their preference for "systems thinkers" in engineering interviews, suggesting questions about their API versioning strategy, and warning not to bring up the 2022 layoffs unprompted.

Prompt 11: Salary Negotiation Script — Full Scenario

```
I received a job offer:
Company: [COMPANY NAME]
Role: [JOB TITLE]
Location: [CITY/REMOTE]
Their offer: [BASE SALARY, BONUS, EQUITY, OTHER COMP]
My target: [YOUR DESIRED TOTAL COMP]
My leverage: [WHAT GIVES YOU NEGOTIATING POWER — competing offers, rare skill set, current salary, market data, their urgency to fill]
My concern: [WHAT WORRIES YOU — "I don't want to seem greedy," "this is already above my current pay," "they said the range is firm"]

Write a complete negotiation playbook:

SCRIPT 1 — The Initial Counter (email/call script — word for word)
SCRIPT 2 — If they push back ("We can't go higher on base") — pivot to other levers
SCRIPT 3 — If they say "final offer" — the graceful close that still tries

For each script include:
- Exact phrasing I should use
- What NOT to say (with explanation)
- Specific anchoring data points I should reference
- Tone guidance (where to pause, where to be warm vs. firm)

Also: list 8 non-salary items I can negotiate if base is truly capped (rank by typical employer flexibility).
```

Example Output: "Script 1: 'I'm genuinely excited about this role and working with the team. Based on my research into market rates for senior PMs in Austin and the scope of this role managing a $4M product line, I'd like to discuss a base of $165K. Here's my reasoning...' [Never say: 'I need this amount because of my mortgage.' — personal needs weaken your position.]"

Prompt 12: Technical Interview Concept Explainer

```
I have a technical interview for a [ROLE TYPE — e.g., "Frontend Engineer," "Data Analyst,"
"DevOps Engineer"] position.

My experience level: [JUNIOR / MID / SENIOR]
Tech stack mentioned in the JD: [LIST TECHNOLOGIES]
Time until interview: [DAYS]

For each of the following core concepts that a [ROLE TYPE] at my level should know, give
me:

1. A clear 2-3 sentence explanation I could use if asked "Explain X"
2. A concrete example from real-world work (not textbook)
3. One common follow-up question and its answer
4. One misconception interviewers test for

Concepts to cover:
[LIST 5-8 CONCEPTS YOU'RE SHAKY ON — e.g., "closures," "database indexing," "CI/CD
pipelines," "A/B testing methodology"]

Prioritize the explanations by how likely each concept is to come up given the specific
role and tech stack.
```

Example Output: "Concept: Database Indexing. Explanation: 'An index is a data structure that lets the database find rows without scanning the entire table — like a book's index vs reading every page...' Real-world example: 'At my last company, adding a composite index on (user_id, created_at) cut our dashboard query from 12 seconds to 80 milliseconds.' Misconception: 'More indexes = faster. Actually, every index slows down writes...'"

Prompt 13: "Tell Me About Yourself" — Structured Pitch Builder

```
Target role: [JOB TITLE]
Company: [COMPANY NAME]
My background in 3 bullet points:
- [WHERE YOU STARTED — first relevant role/education]
- [THE MIDDLE — key career move or achievement]
- [WHERE YOU ARE NOW — current role or recent situation]

Why I want this specific role at this company: [1-2 SENTENCES — be honest]

Build a 60-second "Tell me about yourself" answer with this structure:

HOOK (1 sentence): Start with a statement about what drives me professionally — not my name or current title
JOURNEY (3-4 sentences): Connect my background dots into a coherent narrative arc — each move should feel intentional, leading to this role
BRIDGE (1-2 sentences): Why this company and role is the natural next step
CLOSE (1 sentence): What I'm most excited to bring/do here

Write it conversationally — this should sound like a confident person talking, not reading a script. Include delivery notes in [brackets] for pacing and emphasis.
```

Example Output: "I've spent my career figuring out why users quit products — [pause] and then making them stay. [slightly faster pace] I started in customer support at a SaaS startup, where I noticed we kept losing users at the same three friction points..."

Prompt 14: Mock Interview — Rapid Fire Round

```
I'm preparing for an interview:
Role: [JOB TITLE]
Company: [COMPANY NAME]
Industry: [INDUSTRY]
Interview type: [BEHAVIORAL / TECHNICAL / CULTURE FIT / CASE STUDY]

Act as a tough but fair interviewer for this exact role at this company. Ask me 10
questions, one at a time. After I answer each question:
1. Rate my answer (Strong / Acceptable / Needs Work)
2. Tell me specifically what was good
3. Tell me what was missing or could be stronger
4. If "Needs Work" — rewrite my answer to show what a great response would sound like

Start with question 1 now. Wait for my response before moving to question 2.

Calibrate your questions to be realistic for [COMPANY NAME] specifically — reference their
products, challenges, and culture. Mix in at least 2 curveball questions that test how I
think, not just what I know.
```

Example Output: "Question 1: We're rebuilding our notification system from scratch. Walk me through how you'd decide what to build first. [This tests prioritization frameworks, stakeholder management, and whether you default to user data or intuition.]"

Prompt 15: Panel Interview Prep — Multi-Interviewer Strategy

```
I have a panel interview with these interviewers:

[LIST EACH INTERVIEWER: NAME, TITLE, AND WHAT YOU THINK THEY CARE ABOUT]

Example:
- Sarah Chen, VP Engineering — cares about technical depth and system design
- Mike Rodriguez, Product Lead — cares about collaboration and user focus
- Anya Patel, HR Business Partner — cares about culture fit and growth mindset

Role: [JOB TITLE]

For each interviewer, generate:
1. The 2 questions they're most likely to ask based on their function
2. What they're really evaluating (the hidden rubric)
3. A specific example from my background I should work into my answers for them: [LIST 1 RELEVANT EXPERIENCE PER INTERVIEWER]
4. Body language / engagement tips for panel dynamics (who to look at when, how to acknowledge others)

Then give me 3 "bridge phrases" I can use to connect one interviewer's question to another's priorities (e.g., answering a technical question while nodding to the product person's concern about user impact).
```

Example Output: "For Sarah (VP Eng): She'll likely ask about a system you designed and how you handled scaling issues. Hidden rubric: She's checking if you think in tradeoffs, not just solutions. When answering, briefly mention the user impact (glance at Mike) — 'We chose eventual consistency because the user-facing latency mattered more than real-time accuracy for this feature.'"

LinkedIn & Networking (7 prompts)

Prompt 16: LinkedIn Headline & About Section Rewrite

```
My current situation:
- Job title: [CURRENT OR MOST RECENT TITLE]
- Industry: [INDUSTRY]
- What I actually do (in plain English): [2-3 SENTENCES]
- What I want to be known for: [THE SKILL/NICHE YOU WANT TO OWN]
- Target audience for my profile (recruiters, clients, peers): [WHO]
- One impressive metric from my work: [METRIC]

Generate:

HEADLINE (under 120 characters) — 3 options:
- Option A: Role + specialization + proof point
- Option B: Outcome-focused (what you do for companies, not your title)
- Option C: Niche authority (positions you as THE person for a specific thing)

ABOUT SECTION (under 2,000 characters):
- Paragraph 1: Hook — a bold statement or question that stops the scroll
- Paragraph 2: What I do and who I help (written for my target audience, not for me)
- Paragraph 3: Proof — 3-4 specific results with numbers
- Paragraph 4: What I'm looking for / CTA (if job seeking, make it tasteful — not
desperate)
- Use line breaks generously. No walls of text. Write in first person.

Do NOT include: "passionate professional," "thought leader," "guru," "ninja," or any
buzzword that makes recruiters' eyes glaze over.
```

Example Output: "Headline Option B: 'I help B2B SaaS companies stop losing customers at the 90-day mark | Customer Success | Reduced churn 28% at [Company]' About: 'Most SaaS companies don't have a churn problem. They have an onboarding problem...'"

Prompt 17: Cold Connection Request — Warm Intro Formula

```
I want to connect with:
Name: [PERSON'S NAME]
Their title: [TITLE]
Their company: [COMPANY]
How I found them: [HOW — e.g., "they posted about AI in healthcare," "they work on the
team I'm applying to," "mutual connection"]
What I want from this connection (be honest): [GOAL — e.g., "informational interview,"
"referral," "just want to be on their radar," "learn about their team"]

Something specific I noticed about their work/posts: [SPECIFIC DETAIL — a post they wrote,
a project they shipped, a talk they gave]

Write a LinkedIn connection request (under 300 characters — this is the hard limit) that:
1. References the specific thing I noticed (proves I'm not mass-connecting)
2. Gives a clear, lightweight reason to connect (no big asks in the first message)
3. Feels like a human wrote it, not a template

Also write the follow-up message I'd send AFTER they accept (under 150 words) that
naturally moves toward my actual goal without being pushy.
```

Example Output: "Connection request: 'Hi David — Your post on building ML pipelines with limited labeled data hit home. I'm working on a similar problem in healthcare NLP and would love to follow your work.' Follow-up: 'Thanks for connecting! I really enjoyed your article on weak supervision techniques...'"

Prompt 18: LinkedIn Post — Career Insight Format

```
I want to write a LinkedIn post about:
Topic: [WHAT YOU WANT TO TALK ABOUT — a lesson learned, an opinion, a career milestone, an industry observation]

Context: [THE STORY BEHIND IT — what happened, what you learned, why it matters]

My voice: [PICK ONE — "conversational and direct" / "analytical and data-driven" / "storytelling-focused" / "contrarian and opinionated"]

Write a LinkedIn post (150-250 words) that:
1. Opens with a hook line that creates tension or curiosity (no "I'm thrilled to announce...")
2. Tells a specific, concrete story — not abstract advice
3. Delivers one clear takeaway that my target audience ([TARGET AUDIENCE]) would save or share
4. Ends with a question that invites genuine discussion (not "Agree?")
5. Uses short paragraphs (1-2 sentences max) and line breaks for mobile readability

Format it exactly as it should appear on LinkedIn, including line breaks.
```

Example Output: "I got rejected from my dream job last Tuesday.\n\nNot the 'we went with another candidate' email.\n\nThe 'we're eliminating the role entirely' email.\n\nHere's what I did in the 24 hours after..."

Prompt 19: Informational Interview — Question Set & Debrief Template

```
I'm doing an informational interview with:
Name: [NAME]
Title: [TITLE]
Company: [COMPANY]
Why I'm talking to them: [WHAT YOU WANT TO LEARN — about the role, team, company, career path, industry]
My background (brief): [1-2 SENTENCES]
Time allocated: [15 / 20 / 30 MINUTES]

Generate:

PRE-CALL PREP:
- 3 things I should research about them before the call
- 1 mutual connection or shared interest to mention as an icebreaker

QUESTION SET ([NUMBER] minutes worth, prioritized):
- Must-ask questions (top 3-4 — if I only get through these, the call was worth it)
- Nice-to-have questions (3-4 — if conversation flows)
- Closing question (1 — the "is there anyone else I should talk to?" equivalent that's less cliched)

POST-CALL TEMPLATE:
- Thank-you message (send within 2 hours) — personalized, referencing something specific they said
- Debrief notes template I should fill out immediately after (key insights, action items, follow-up commitments)
```

Example Output: "Must-ask Q1: 'What does a typical week look like for someone in this role — what takes up most of your time that wouldn't show up in the job description?' [This reveals the unglamorous reality and shows you care about fit, not just title.]"

Prompt 20: Networking Event Follow-Up Sequence

```
I met someone at a networking event:
Their name: [NAME]
Their role: [TITLE AT COMPANY]
What we talked about: [KEY TOPICS FROM YOUR CONVERSATION]
Something memorable from the conversation: [A SPECIFIC DETAIL — a joke, a shared
frustration, a recommendation they gave]
What I want from this relationship: [GOAL — mentorship, job referral, collaboration,
staying connected]
How we exchanged info: [LINKEDIN / EMAIL / BUSINESS CARD]

Write a 3-touch follow-up sequence:

MESSAGE 1 (send within 24 hours): Re-establish the connection, reference the specific
conversation, suggest one low-commitment next step

MESSAGE 2 (send 1-2 weeks later): Share something of value related to what you discussed —
an article, a resource, an introduction. No ask.

MESSAGE 3 (send 3-4 weeks later): The soft ask — naturally introduce your actual goal in a
way that feels like a continuation of the relationship, not a transaction

Each message should be under 100 words. Include subject lines if email, or opening lines
if LinkedIn.
```

Example Output: "Message 1: 'Hi Rachel — Great meeting you at the ProductCon mixer last night. Your take on why most product roadmaps fail at the prioritization stage really stuck with me. I'd love to continue that conversation — are you up for a 15-minute coffee chat sometime next week?'"

Prompt 21: LinkedIn Recommendations — Give to Get

```
I want to write a LinkedIn recommendation for someone, with the strategic goal of
strengthening our professional relationship (and making it natural for them to write one
back).

Person I'm recommending:
Name: [NAME]
Their role when we worked together: [TITLE]
My role when we worked together: [MY TITLE]
Our working relationship: [HOW WE COLLABORATED — e.g., "they were my manager," "cross-
functional project," "they were my client"]
What they were genuinely great at: [2-3 SPECIFIC THINGS]
A specific project or moment that showcases them: [DESCRIBE]

Write a LinkedIn recommendation (100-150 words) that:
1. Opens with a specific, vivid moment — not "I had the pleasure of working with..."
2. Highlights 2 concrete skills with evidence
3. Ends with a strong endorsement statement that a recruiter would find compelling
4. Sounds authentic to someone at my level writing about someone at their level

Also draft the message I'd send when sharing the recommendation, gently planting the seed
for a reciprocal one.
```

Example Output: "When our product launch hit a critical data pipeline failure 48 hours before go-live, Marcus didn't just fix it — he rebuilt the entire ingestion layer over a weekend and documented it so thoroughly that our on-call team never needed to escalate that system again..."

Prompt 22: Recruiter Response Templates (3 Scenarios)

```
My current status: [ACTIVELY LOOKING / PASSIVELY OPEN / NOT LOOKING BUT WANT TO STAY WARM]
My target roles: [ROLE TYPES YOU WANT]
My dealbreakers: [LIST — e.g., "must be remote," "minimum $X," "no agencies," "specific
industry only"]

Write response templates for these 3 recruiter scenarios:

SCENARIO A — Interesting role, I want to pursue it:
Write a response that shows enthusiasm without desperation, asks 3 qualifying questions
before investing time, and positions me as evaluating them too.

SCENARIO B — Wrong role, but I want to stay on their radar:
Write a response that declines gracefully, redirects to what I AM looking for, and keeps
the relationship warm for future opportunities.

SCENARIO C — Spam/mass message (clearly didn't read my profile):
Write a brief, professional response that either filters them out efficiently or redirects
with minimal time investment.

Each should be under 100 words and ready to copy-paste with minimal editing.
```

Example Output: "Scenario A: 'Hi [Name] — Thanks for reaching out, this role caught my eye. Before we set up a call, a few quick questions: Is this role fully remote or hybrid? What's the salary band? And is this a backfill or a new position? Happy to send my updated resume once I know it's a mutual fit.'"

Job Search Strategy (6 prompts)

Prompt 23: Target Company Hit List Builder

```
I'm building a focused job search target list.

My criteria:
- Role type: [JOB TITLE(S)]
- Industry/sector: [INDUSTRY OR "open"]
- Company size preference: [STARTUP / MID-SIZE / ENTERPRISE / ANY]
- Location/remote: [LOCATION PREFERENCES]
- Must-haves: [LIST — e.g., "engineering-led culture," "Series B+," "profitability," "DEI commitment"]
- Dealbreakers: [LIST — e.g., "no defense contractors," "no pre-revenue startups"]
- Companies I already know about: [LIST ANY YOU'RE TRACKING]

Build a target company list of 15 companies I should research, organized into 3 tiers:

TIER 1 — Dream Companies (5): Well-known, competitive, but strong fit for my criteria
TIER 2 — Strong Matches (5): Less obvious, but strong culture/role fit — where I'd have better odds
TIER 3 — Hidden Gems (5): Companies most people in my field haven't heard of, but that match my criteria well

For each company include:
- Company name + what they do (1 sentence)
- Why they match my criteria
- Where to find their jobs (specific URL if possible)
- One insider tip (who to follow on LinkedIn, which team is hiring, recent funding/growth signals)
```

Example Output: "Tier 3 Hidden Gem: Vanta — automates SOC 2 compliance for startups. Matches your 'engineering-led, Series B+' criteria. Growing security team. Follow Christina Cacioppo (CEO) on LinkedIn — she posts about hiring. Jobs: vanta.com/careers"

Prompt 24: Hidden Job Market — Proactive Outreach Email

```
I've identified a company I want to work for, but they don't have my role posted:

Company: [COMPANY NAME]
Role I'd want: [TARGET ROLE]
Why I think they need someone like me: [YOUR HYPOTHESIS — e.g., "they just launched a new product line," "their team page shows no one in this function," "their CEO posted about scaling challenges"]
My strongest relevant credential: [ONE IMPRESSIVE FACT ABOUT YOU]
Person I'd email: [NAME AND TITLE OF HIRING MANAGER / DEPT HEAD, or "unknown — help me figure out who"]

Write a cold outreach email (under 200 words) that:
1. Opens with a specific observation about their business that signals I've done homework (not flattery — insight)
2. Connects my background to a problem they likely have (but frames it as a question, not an assumption)
3. Asks for 15 minutes, not a job — positions this as exploratory
4. Includes a single, impressive proof point about my work
5. Has a subject line that would get opened (not "Job Inquiry" — something specific)

If I said "unknown" for the contact person, suggest who I should target and how to find their email.
```

Example Output: "Subject: Quick question about your post-Series B content strategy. Hi [Name] — I noticed [Company] just closed your Series B and launched in three new markets. From the outside, it looks like your product marketing team is still structured for a single-market company..."

Prompt 25: Job Application Tracker & Priority Matrix

```
Here are the jobs I'm currently tracking:

[LIST EACH JOB — format for each:]
- Company: [NAME]
- Role: [TITLE]
- Source: [WHERE YOU FOUND IT — LinkedIn, referral, company site]
- Date posted/found: [DATE]
- Status: [NOT YET APPLIED / APPLIED / PHONE SCREEN SCHEDULED / etc.]
- Gut feeling (1-5): [YOUR EXCITEMENT LEVEL]
- Fit score estimate (1-5): [HOW WELL YOU MATCH THE JD]

Build me a priority matrix:

1. APPLY IMMEDIATELY (high fit + high excitement): List these with specific action items
and deadlines
2. WORTH A SHOT (high fit, moderate excitement OR vice versa): Apply this week, but don't
over-invest in customization
3. LONG SHOT BUT EXCITING (low fit, high excitement): Apply with a strong cover letter
that addresses gaps
4. SKIP (low fit + low excitement): Explain why I should drop these to avoid application
fatigue

For each "Apply Immediately" job, create a mini action plan: resume tweaks needed, who to
reach out to for a referral, estimated prep time.

Also: based on my list, identify 2 patterns about what I'm drawn to that I might not see —
and suggest search terms I haven't tried.
```

Example Output: "Pattern I notice: 4 of your 6 top picks are developer tools companies. You might not be searching for 'DevEx' or 'Developer Experience' roles — those titles are emerging and less competitive. Try: 'Developer Experience Manager' and 'Developer Advocate' on LinkedIn."

Prompt 26: Post-Interview Follow-Up Email Generator

```
I just finished an interview:

Company: [COMPANY NAME]
Role: [JOB TITLE]
Interviewer(s): [NAME(S) AND TITLE(S)]
Interview type: [PHONE SCREEN / TECHNICAL / BEHAVIORAL / FINAL ROUND]
Topics we discussed: [KEY TOPICS — what questions they asked, what you talked about]
Something specific that went well: [A MOMENT WHERE YOU CONNECTED OR GAVE A STRONG ANSWER]
Something I wish I'd said better: [A QUESTION WHERE YOUR ANSWER WAS INCOMPLETE]
Their timeline: [WHAT THEY SAID ABOUT NEXT STEPS, IF ANYTHING]

Write a follow-up email (under 200 words) that:
1. Arrives the same day — references a specific moment from our conversation (not generic
thanks)
2. Briefly reinforces my fit with ONE new point I didn't get to mention (naturally woven
in, not forced)
3. If I had a weak answer: includes a brief, confident clarification — "I've been thinking
more about your question on X, and wanted to add..."
4. Mirrors the interviewer's communication style ([FORMAL / CASUAL / TECHNICAL])
5. Closes by expressing genuine enthusiasm and referencing their stated timeline

If I interviewed with multiple people, write a slightly different version for each person
(each should feel personal, not copy-pasted).
```

Example Output: "Hi Jordan — Thanks for the conversation this afternoon. Your question about how I'd handle conflicting stakeholder priorities stuck with me — and I realized I should have mentioned the RACI framework we built at [Company] that reduced those conflicts by 60%..."

Prompt 27: Weekly Job Search Retrospective

```
Here's what happened in my job search this week:

Applications sent: [NUMBER]
Responses received: [NUMBER AND TYPES — rejections, interview invites, ghosted]
Interviews completed: [NUMBER AND STAGES]
Networking conversations: [NUMBER]
Hours spent on job search: [ESTIMATE]
Energy level (1-10): [YOUR HONEST ENERGY LEVEL]
Biggest win this week: [WHAT WENT WELL]
Biggest frustration: [WHAT'S DISCOURAGING]

Act as a job search coach and give me a weekly retrospective:

1. METRICS CHECK: Am I applying to enough roles? Is my response rate healthy? How does this compare to typical benchmarks?
2. WHAT'S WORKING: Identify what I should double down on based on where I'm getting traction
3. WHAT TO ADJUST: One specific, actionable change for next week (not vague — "do more networking" is banned; "send 3 cold LinkedIn messages to engineering managers at Series B companies" is good)
4. ENERGY MANAGEMENT: Based on my energy level, suggest a realistic plan for next week that avoids burnout
5. ACCOUNTABILITY: Set 3 specific, measurable goals for next week with deadlines

Be direct and honest. If I'm doing something inefficient, call it out.
```

Example Output: "Your response rate is 12% — that's below the 15-20% benchmark, which usually means your resume isn't tailored enough per application. You sent 15 apps but only had 2 networking conversations — flip that ratio. Next week: cap applications at 8 (only roles where you customize), and schedule 4 coffee chats."

Prompt 28: Job Offer Evaluation — Decision Matrix

```
I have [ONE / MULTIPLE] job offer(s) to evaluate:

OFFER A:
- Company: [NAME]
- Role: [TITLE]
- Base salary: [AMOUNT]
- Bonus/commission: [AMOUNT OR STRUCTURE]
- Equity: [DETAILS — shares, vesting, strike price if applicable]
- Benefits highlights: [HEALTH, 401K MATCH, PTO, REMOTE POLICY, etc.]
- Things I'm excited about: [LIST]
- Things that concern me: [LIST]
- Growth path: [WHAT THE NEXT ROLE LOOKS LIKE / PROMOTION TIMELINE]
- Commute/lifestyle impact: [DETAILS]

[REPEAT FOR OFFER B, C IF APPLICABLE]

My priorities (rank 1-5, where 1 is most important):
- Compensation: [RANK]
- Work-life balance: [RANK]
- Career growth: [RANK]
- Company mission/product: [RANK]
- Team/manager quality: [RANK]

Build a weighted decision matrix that:
1. Scores each offer against my ranked priorities (1-10 per category)
2. Applies my priority weights to calculate a total score
3. Highlights the non-obvious tradeoffs I might be overlooking (e.g., equity value at
different exit scenarios, true cost of a commute, promotion velocity)
4. Gives a final recommendation with reasoning — AND plays devil's advocate against its
own recommendation
5. Lists 5 questions I should ask each company before accepting to fill any information
gaps
```

Example Output: "Offer A scores 78/100 weighted, Offer B scores 71/100. But here's what the numbers miss: Offer B's equity could be worth $40K+ at a realistic Series C valuation, and their promotion cycle is 12 months vs Offer A's 18. Devil's advocate against Offer A: the 'flexible remote' policy has a Glassdoor pattern of being revoked..."
