

 The Plug AI

The AI Resume Prompts Pack

25 copy-and-paste ChatGPT prompts that take you from blank page to job offer — resume, cover letter, LinkedIn, interview, and negotiation.

"Get Connected. Get Skilled. Get into AI."

Free from The Plug AI · Share it with anyone job hunting

How to Use This Pack

Copy any prompt into ChatGPT (free at chat.openai.com), fill in the [brackets] with your real details, and treat the answer as a first draft. Push back until it sounds like you: "make it more confident," "shorter," "less corporate." One honest rule: never let AI invent experience you don't have — interviewers can tell, and it unravels fast.

Part 1: Resume Building (Prompts 1–6)

PROMPT 1 · THE FULL FIRST DRAFT

"I need a resume for a [job title] position. Here's my work history in plain language: [jobs, how long, what you did]. Here's my education: [details]. Write a complete, professional resume."

PROMPT 2 · STRONGER BULLET POINTS

"Rewrite these resume bullet points to be more impressive but still true. Start each with a strong action verb and include results where possible: [paste your bullets]."

PROMPT 3 · MATCHING THE JOB POSTING

"Here's the job description I'm applying for: [paste it]. Revise my resume bullets to use its keywords and emphasize its requirements — without inventing anything: [paste bullets]."

PROMPT 4 · THE PROFESSIONAL SUMMARY

"Based on my experience above, write a confident 2–3 sentence professional summary for the top of my resume, tailored to a [job title] role."

PROMPT 5 · EXPLAINING A WORK GAP

"I haven't worked since [date] because [reason]. How should I handle this on my resume, and give me one confident sentence to use if asked about it."

PROMPT 6 · NO FORMAL EXPERIENCE

"I'm applying for [job] but my experience is informal: [caregiving, volunteering, church roles, side work]. Turn these into professional resume content with transferable skills."

Part 2: Cover Letters (Prompts 7–11)

PROMPT 7 · THE TAILORED LETTER

"Write a cover letter for this job: [paste posting]. My relevant experience: [details]. Warm and professional, under 300 words, no clichés like 'I am writing to express my interest.'"

PROMPT 8 · THE CAREER CHANGER

"I'm moving from [old field] to [new field]. Write a cover letter that presents my background as an advantage, not a gap."

PROMPT 9 · THE ENTHUSIASM LETTER

"I genuinely want to work at [company] because [real reason]. Write a cover letter that shows authentic enthusiasm without sounding desperate."

PROMPT 10 · THE REFERRAL OPENER

"[Name], who works at [company], suggested I apply for [role]. Write a cover letter that mentions this naturally in the first paragraph."

PROMPT 11 · THE QUICK CUSTOMIZER

"Here's my base cover letter: [paste]. Adapt it for this new posting, changing only what's needed: [paste new posting]."

Part 3: LinkedIn (Prompts 12–15)

PROMPT 12 · THE HEADLINE

"Write 5 LinkedIn headline options for someone with my background: [details]. Mix of professional and approachable."

PROMPT 13 · THE ABOUT SECTION

"Write a first-person LinkedIn About section based on my resume: [paste]. Conversational, confident, ends with what I'm looking for."

PROMPT 14 · THE RECRUITER MESSAGE

"A recruiter messaged me about [role]. Write a brief, professional reply that shows interest and asks about [salary range / remote work / next steps]."

PROMPT 15 · THE NETWORKING NOTE

"Write a short connection request message to someone who works at [company] where I want to apply. Friendly, specific, not asking for a job outright."

Part 4: Interview Prep (Prompts 16–21)

PROMPT 16 · THE MOCK INTERVIEW

"Act as a hiring manager interviewing me for [job title]. Ask one question at a time. After each of my answers, tell me what was strong and what to improve."

PROMPT 17 · THE LIKELY QUESTIONS

"Based on this job description, list the 10 most likely interview questions, including 3 behavioral ones: [paste posting]."

PROMPT 18 · 'TELL ME ABOUT YOURSELF'

"Help me craft a 60-second answer to 'tell me about yourself' for a [job title] interview. My background: [details]. Structure: present, past, future."

PROMPT 19 · THE STAR STORY BANK

"Turn these real work experiences into STAR-format stories (Situation, Task, Action, Result) I can use for behavioral questions: [describe 2–3 experiences]."

PROMPT 20 · THE WEAKNESS QUESTION

"Help me answer 'what's your greatest weakness?' honestly. A real area I'm working on: [detail]. Make it genuine, not a humble-brag."

PROMPT 21 · QUESTIONS TO ASK THEM

"Give me 5 smart questions to ask at the end of my interview for [role] at [company] that show I've done my homework. What I know about them: [details]."

Part 5: Follow-Up & Negotiation (Prompts 22–25)

PROMPT 22 · THE THANK-YOU EMAIL

"Write a short, warm thank-you email to [interviewer name] after my [job title] interview today. We talked about [topic] — mention it naturally."

PROMPT 23 · THE STATUS CHECK

"It's been [X days] since my interview with no word. Write a brief, polite follow-up that shows continued interest without sounding anxious."

PROMPT 24 · THE SALARY SCRIPT

"They offered [\$X] for [role]. Typical pay for this role in my area is [\$Y]. Write a polite, confident script asking for more, plus responses if they say no."

PROMPT 25 · THE GRACEFUL DECLINE

"Write a gracious email declining a job offer from [company] because [reason]. Keep the door open for the future."

The 10-minute routine: for every application — Prompt 3 (match the posting), Prompt 7 (tailored letter), Prompt 17 (likely questions). Tailored beats generic, every single time.