



JOB SEEKER ACTION PLAN

ChatGPT Reference Guide

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Job Seeker Action Plan:

Checklist with ChatGPT Assistance

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Week 1 – Foundation Resume Optimization & Job Search

Tailor your resume to 1-2 target job postings.

- Highlight measurable achievements and strong action verbs.
- **ChatGPT assistance:** Analyze job descriptions to extract relevant keywords, suggest specific measurable achievements for each role, provide multiple phrasing options for bullet points, and ensure formatting is ATS-friendly.
 - **Sample Prompt:** "ChatGPT, here is my resume and the job description for a Sales Manager position. Suggest improvements to bullet points, include measurable outcomes, and optimize it for ATS."

Cover Letter Writing

- Draft one cover letter per target job.
- Ensure it's customized, concise, and achievement focused.
- **ChatGPT assistance:** Create a tailored draft based on your resume and the job description, offer variations in tone (professional, confident, or creative), highlight key achievements, and optimize for clarity and impact.
 - **Sample Prompt:** "ChatGPT, draft a concise, professional cover letter for this Marketing Manager job using my resume and highlighting my key achievements."

LinkedIn & Resume Keyword Hacking

- Identify key industry-specific keywords.
- Update LinkedIn profile and resume for ATS compatibility.
- **ChatGPT assistance:** Analyze multiple job postings to identify high-value keywords, suggest placement within your profile and resume, and provide optimized phrasing to increase visibility and searchability.
 - **Sample Prompt:** "ChatGPT, analyze these three job descriptions for a Project Manager and extract the top keywords I should include in my LinkedIn profile and resume."

Start Job Search

- Start targeted searches
- **ChatGPT assistance:** Search Indeed and LinkedIn for remote IT Project Manager jobs posted in the last 7 days." Or "Find IT Project Manager roles in Atlanta paying over \$90k."
 - **Sample Prompt:** Search all job boards for Insurance adjuster roles in Atlanta I have 10 years' experience

Week 2 – Interview & Communication

Interview Preparation

- Practice 5–10 common and role-specific interview questions.
- Use ChatGPT to critique answers and suggest improvements.
- **ChatGPT assistance:** Generate realistic interview questions, simulate back-and-forth conversation, provide model answers with clear structure, and offer detailed feedback on grammar, conciseness, and confidence.
 - **Sample Prompt:** "ChatGPT, simulate a mock interview for a Data Analyst position and ask me 5 questions. Provide feedback on my answers after each response."

Behavioral Story Crafting

- Create STAR (Situation, Task, Action, and Result) format stories for 5–7 experiences.
- Practice delivering them confidently.
- **ChatGPT assistance:** Help organize experiences into Situation-Task-Action-Result format, suggest measurable outcomes, improve storytelling flow, and propose ways to emphasize leadership, problem-solving, or innovation.
 - **Sample Prompt:** "ChatGPT, help me turn my experience leading a team project, create a STAR story emphasizing measurable results and problem-solving."

Personal Pitch Refinement

- Draft a 1–2 sentence elevator pitch.
- Refine tone and flow with ChatGPT until it feels natural.
- **ChatGPT assistance:** Generate multiple versions, provide feedback on clarity, conciseness, and memorability, and tailor pitch for networking events, recruiters, or cold emails.
 - **Sample Prompt:** "ChatGPT, help me create a 30-second elevator pitch introducing myself as an IT Project Manager with 10 years of experience."

Week 3 – Research & Networking

Job Description Analysis

- Break down 3–5 target job postings.
- Identify skill gaps and transferable skills to emphasize.
- **ChatGPT assistance:** Summarize required skills, highlight gaps between your experience and the role, suggest phrases to emphasize transferable skills, and propose ways to demonstrate readiness.
 - **Sample Prompt:** "ChatGPT, analyze these two job postings for a Product Manager and tell me which skills I have and which I need to emphasize or improve."

Industry Trend Insights

- Research trends in your field.
- Prepare talking points for interviews and networking.
- **ChatGPT assistance:** Summarize current trends, challenges, and innovations in the industry, suggest topics to discuss with employers, and provide context to show your knowledge of emerging opportunities.
 - **Sample Prompt:** "ChatGPT, provide a summary of current trends and challenges in the insurance claims industry that I can mention in interviews."

Networking & Outreach

- Draft LinkedIn connection requests and professional follow-ups.
- Send at least 3 personalized messages per week.
- **ChatGPT assistance:** Create compelling, customized connection messages and follow-ups, suggest phrasing to stand out, and provide templates for various networking scenarios.
 - **Sample Prompt:** "ChatGPT, draft a professional LinkedIn connection message for a recruiter at XYZ Company, introducing myself and expressing interest in opportunities."

Cultural Fit Research

- Study company culture of organizations to adjust your answers to show alignment.
- **ChatGPT assistance:** Analyze company websites, mission statements, and public reviews to summarize culture, suggest ways to phrase answers that reflect alignment, and help craft authentic responses.
 - **Sample Prompt:** "ChatGPT, summarize the culture of ABC Company from their website and Glassdoor reviews, and suggest ways I can show alignment in an interview."

Week 4 – Advanced Preparation

Skill Gap Assessment

- Identify missing skills or certifications.
- Plan a short learning path or mini project to fill gaps.
- **ChatGPT assistance:** Recommend targeted courses, certifications, or projects, prioritize skills based on industry demand, and provide learning resources with timelines.
 - **Sample Prompt:** "ChatGPT, based on my resume, identify skill gaps for a Senior IT Project Manager role and recommend courses or certifications to address them."

Role-Specific Test Prep

- Practice 2–3 industry-relevant assessments or scenarios.
- **ChatGPT assistance:** Generate sample test questions, simulate problem-solving scenarios, provide model solutions, and give step-by-step explanations to improve understanding.
 - **Sample Prompt:** "ChatGPT, create 5 practice questions for a claims adjuster role and provide detailed explanations for the answers"

Scenario-Based Problem Solving

- Solve 2–3 hypothetical work problems using ChatGPT for guidance.
- **ChatGPT assistance:** Offer multiple approaches, explain pros and cons of each solution, and help articulate reasoning clearly for interview or assessment use.
 - **Sample Prompt:** "ChatGPT, give me a complex work scenario for a project manager and suggest multiple ways to solve it, including pros and cons."

Mock Crisis Scenarios

- Run 2–3 simulations of difficult interview or workplace situations.
- ChatGPT assistance: Role-play challenging scenarios, provide suggested responses, critique your approach, and offer tips for maintaining professionalism and composure.
 - **Sample Prompt:** "ChatGPT, simulate a scenario where a client is unhappy with a project delay and guide me through a professional response."

Week 5 – Polish & Negotiate

Salary & Offer Negotiation

- Research market salary ranges.
- Draft negotiation scripts and counter-offer emails.
- **ChatGPT assistance:** Provide up-to-date salary benchmarks, generate professional negotiation scripts, simulate negotiation conversations, and suggest ways to emphasize value beyond base salary.
 - **Sample Prompt:** "ChatGPT, help me draft a counter-offer email for a job offer, including salary negotiation and highlighting my value."

Portfolio & Personal Branding

- Update portfolio or work samples.
- Create professional post/article showcasing expertise.
- **ChatGPT assistance:** Review portfolio content, suggest improvements for clarity and impact, draft posts or articles tailored to your audience, and recommend ways to showcase key achievements.
 - **Sample Prompt:** "ChatGPT, help me write a LinkedIn post showcasing a recent successful project and my role in it."

Language & Tone Coach

- Refine emails, posts, or interview answers for clarity and confidence.
- **ChatGPT assistance:** Improve grammar, tone, conciseness, and readability while maintaining your personal voice, suggest alternate phrasing, and ensure professional communication.
 - **Sample Prompt:** "ChatGPT, edit this email to a recruiter to make it concise, professional, and engaging."

Visualization & Confidence Training

- Mentally rehearse interviews, presentations, or negotiations.
- **ChatGPT assistance:** Guide visualization exercises, simulate realistic interview or negotiation interactions, provide feedback on body language cues, and suggest ways to project confidence.
 - **Sample Prompt:** "ChatGPT, simulate an interview scenario for a Senior IT Project Manager and give feedback on my responses and communication style."

Ongoing Practices

- Apply to jobs weekly, tailoring resumes and cover letters.
- **ChatGPT assistance:** Quickly adapt resumes and cover letters for multiple applications, suggest modifications to emphasize relevance, and ensure consistency in messaging.
 - **Sample Prompt:** "ChatGPT, help me quickly modify my resume and cover letter to apply to this new project manager job posting."
- Track applications, follow-ups, and networking contacts.
- **ChatGPT assistance:** Create organized trackers, reminders, and follow-up templates, and suggest automation tools to streamline your workflow.
 - **Sample Prompt:** "ChatGPT, help me create a simple tracker to monitor my job applications, follow-ups, and networking contacts."
- **Adjust strategies based on feedback and responses.**
- **ChatGPT assistance:** Analyze recruiter feedback or responses, recommend improvements to resumes, cover letters, or interview approach, and continuously optimize your job search strategy.
 - **Sample Prompt:** "ChatGPT, review this feedback from a recruiter and suggest ways to improve my resume and interview responses."