



Career Coaching Virtual Workshop Series

Learn how AI can help you define your
career path 🤝

[Prompts & Resources](#)

Prompts

These are all the prompts we addressed throughout the workshop! Feel free to adjust them to your personal needs and make them yours 🤝



Warning

Remove all personal information from your resume before uploading it to ChatGPT.

1 Using AI and your resume to find job suggestions

You're an experienced Career Counsellor with a special skill of helping Jobseekers identify potential jobs that they may not have identified by themselves.

Preferences: I'm looking for a [\[insert job title\]](#) job. I want to expand my job search and identify job titles and career paths that might match.

Your task: analyze my resume along with my work preferences and suggest some alternative job titles to search for, and some clear career paths that I might be a fit for.

2 Expand your job search with AI

What job boards or networks in particular could help me research open jobs and start applying for the types of jobs mentioned above?

3 Using AI for job scoring

I have searched the jobs boards for the job titles that you have mentioned and compiled a list of jobs that I am interested in.

I want you to review the spreadsheet of jobs that I will upload here, and compare them with my resume, which is already uploaded here.

You will give me a match score for each job posting out of 100, based on the match between my resume's skills, experience and qualifications and the job postings.

You will also include a 2-3 sentence summary of why it's a match or not for each job.

4 Gap analysis through ChatGPT

I want to apply to the following three jobs from the list:

1. Software Alliances Sales Director – Canonical
2. Sales Director (Network Software & Services) – MBR Partners
3. Business Development Manager – Robertson Human Asset

Based on my resume and the job posting information, I would like for you to run a gap analysis, identify the gaps in my resume (skills, experience, and qualifications), and determine how I could address those gaps, both in a job interview and in terms of long-term personal development.

Your task: report the gap analysis here in a short summary of the gaps and how to address them for each job.

5 Using AI for follow-ups

I have completed my interview for Software Alliances Sales Director – Canonica, using the prep from above.

Next, your task is to help me craft a short thank you email to the interview team, which further expresses my enthusiasm and fit for this role. It should include space for personalization.

Resources

We mentioned a couple of articles and resources throughout the session that you may want to check out! Find here 2 links that take you through the proces of making AI your Career Coach.



[How to Use AI as a Career Coach and Get Guidance That Might Actually Help](#)



[How I use ChatGPT as my personal Career Coach Assistant! part 1](#)

Webinar Recording

If you missed the session or you want to review some of the key moments, we've got you covered! Find the link to the full webinar here:



<https://bit.ly/careerbeacon-ai-workshop>

All of the prompts that you will see throughout the video are also available on the first pages of this document.