



RGE Tech Tips from the Field – Client Edition

Topic: Job Search Success – AI & ChatGPT Companion Guide

Job Search Success – AI & ChatGPT Companion Guide (Updated)

Series Overview

The job market is tough — but you don't have to face it alone.

This series + guide will help you:

- Find the right opportunities — decode job posts and focus on real fit.
- Polish your résumé and cover letters — use a Master Résumé, generate tailored quantified bullets, and create concise letters.
- Answer interviews with confidence — practice clear STAR stories (Situation, Task, Action, Result).
- Stay organized & follow up — track your applications and keep momentum.

Section 1 — Core Prompts & Templates

(from the Prompts & Templates PDF, reorganized into the job search workflow)

A. Résumé Prompts

- “Rewrite this bullet point to include measurable outcomes. Show results in numbers, percentages, or time saved.”
- “Turn this job description into résumé bullets that emphasize accomplishments, not just duties.”
- “Rewrite this achievement with stronger action verbs and quantify impact.”

B. Cover Letter Prompts

- “Write a concise, 3-paragraph cover letter. Lead with my top achievement, connect my skills to the role, and close confidently.”
- “Create a short, friendly cover note suitable for LinkedIn Easy Apply.”
- “Turn my résumé bullets and this job post into a focused letter that highlights alignment.”



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C. Interview (STAR) Prompts

- “Build a STAR response for this interview question: [insert question]. Clearly separate Situation, Task, Action, and Result.”
- “Make my STAR response more concise and outcome-focused.”
- “Suggest 5 behavioral interview questions likely for this role and create STAR outlines for them.”

D. Networking Prompts

- “Draft a 3-sentence LinkedIn message to a hiring manager. Highlight my value and express interest in the role.”
- “Write a networking email asking for advice, not a job, in a professional but approachable tone.”
- “Polish this LinkedIn ‘About’ section to show career highlights in plain English.”

E. Bonus Prompts

- “Analyze this job post. Identify the 5 most critical requirements and keywords for ATS.”
- “Create a 4-bullet summary of my value proposition, suitable for LinkedIn DMs.”
- “Draft a polite follow-up email after an interview, restating interest and thanking them.”

Section 2 — Worksheets & Tools

Master Résumé Sheet

Keep one central “career database” — every role, every bullet, every number. You’ll pull from this to tailor each application.

Application Tracker

A simple spreadsheet/log: Job title, company, link, date applied, status, next follow-up.

Thank-You Email Template

- **Subject:** Thank you for the opportunity

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- **Body:** Thank them by name, mention a highlight from the conversation, restate enthusiasm, and close warmly.

Follow-Up Cadence

- 1–2 weeks after applying → polite nudge.
- 24 hours after interview → thank-you email.
- 1 week after no response → follow-up check-in.

Section 2A — AI Job Search Tools in Action

In Part 1 of the video series, you built your strategy. Now it's time to see how today's AI tools turn that plan into action. Each of these platforms helps with a different piece of the job hunt puzzle:

- **Careerflow** – Analyze job posts, pull out the right keywords, and optimize your résumé for Applicant Tracking Systems (ATS).
- **Huntr** – A visual dashboard for managing applications. Keeps track of job posts, follow-ups, and notes in one place.
- **JobTrackerAI** – Automates organization: logs applications, tracks deadlines, and sends reminders so nothing slips through the cracks.
- **ChatGPT** – Your versatile assistant. Use it to:
 - Extract key skills from job posts
 - Generate tailored bullets from your Master Résumé
 - Draft short, polished cover letters
 - Sharpen your LinkedIn "About" section
 - Create interview questions with STAR (Situation, Task, Action, Result) outlines

Quick Privacy Check

- Do share: job posts, résumé text (minus identifiers), draft bullets.



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- Don't share: personal addresses, Social Security, or confidential company/client data.

These tools don't replace your judgment — they **supercharge** your effort, saving time and helping you show up polished and prepared.

Section 3 — STAR Interview Practice

Use this reusable outline:

- **Situation:** Briefly set the context (1–2 sentences).
- **Task:** What was the challenge or responsibility?
- **Action:** The specific steps you took. Use "I" statements.
- **Result:** The measurable impact. Quantify whenever possible.

Practice writing 4–6 STAR stories in advance: leadership, problem-solving, conflict, achievement, adaptability.

Section 4 — Safety & Privacy Tips

AI is your assistant, not your boss.

- Paste: job postings, résumé text (minus identifiers), draft bullets, professional info.
- Don't paste: confidential company data, personal addresses, Social Security, client names.
- Keep all claims honest — AI polishes, but you own the story.

Section 5 — Glossary

- **ATS (Applicant Tracking System):** Software that scans résumés for keywords.



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- **Master Résumé:** Your private master file containing every detail of your work history.
- **STAR Method:** Interview framework: Situation, Task, Action, Result.
- **Prompt:** The instruction you give to an AI to generate content.

Section 6 — Quick Workflow Map

1. **Find Jobs** → Paste job posts into AI, extract skills/keywords.
2. **Tailor Applications** → Pull bullets from Master Résumé, generate cover letter.
3. **Interview** → Draft STAR stories, rehearse with AI.
4. **Follow Up** → Send thank-yous, log activity, maintain cadence.

Addendum

- Replay videos anytime — pause, rewind, and practice in small steps.
- Use this guide with the 3-Part Video Series for maximum impact.
- Works as both a self-paced workbook and a reference in training sessions.