

The Ultimate AI Resume & Job Search Guide - By MavGPT

Get More Interviews, Land Better Jobs

Why This Matters

90% of companies use Applicant Tracking Systems (ATS) to filter resumes before a human ever sees them. If your resume isn't optimized, you're getting rejected by a robot—not because you're unqualified, but because you didn't use the right keywords.

This guide shows you exactly how to use ChatGPT/Claude to beat the ATS, write a resume that gets noticed, and prepare for interviews like a pro.

The 4 Core Prompts

Prompt 1: Get Your Match Score

Copy this:

Act as a senior recruiter with 10+ years of experience. Analyze my resume against this job description. Give me a match score out of 100 and list the top 5 missing keywords that I need to include to pass ATS filters.

[Paste your resume here]

[Paste the job description here]

What this does:

- Shows you exactly how well your resume matches the job
 - Identifies the specific keywords ATS systems are looking for
 - Gives you a clear roadmap for what to add
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Prompt 2: Optimize Your Experience Section

Copy this:

Rewrite my experience section to naturally include those keywords. Use the Google XYZ formula for every bullet point: "Accomplished [X] as measured by [Y] by doing [Z]."

Make sure the keywords flow naturally and don't sound forced. Focus on quantifiable results.

What this does:

- Rewrites your experience to include the missing keywords
- Uses a proven formula that recruiters love
- Makes your accomplishments measurable and impressive

Example:

- **Before:** "Managed a team and improved sales."
 - **After:** "Increased regional sales by 34% (from \$2M to \$2.68M) by leading a cross-functional team of 8 and implementing a new CRM system."
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Prompt 3: Beat the ATS (Most Important)

Copy this:

Act as an applicant tracking system filter. Scan my new resume. Tell me which sections a bot would struggle to read, which formatting might cause issues, and what I need to fix to ensure 100% ATS compatibility.

What this does:

- Identifies formatting issues that cause ATS rejections
- Tells you exactly what to fix
- Ensures your resume actually gets seen by a human

Common ATS killers:

- Tables and text boxes
 - Headers and footers
 - Images and graphics
 - Unusual fonts
 - Multiple columns
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Prompt 4: Prepare for the Interview

Copy this:

Act as the hiring manager for this specific role. Ask me the 3 hardest technical questions you would ask in an interview. Then give me the perfect response based on my background and the job description.

USE VOICE MODE

What this does:

- Prepares you for the toughest questions
 - Gives you tailored answers based on your actual experience
 - Helps you practice before the real interview
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Bonus Prompts to Dominate Your Job Search

Prompt 5: Write a Killer Cover Letter

Copy this:

Write a compelling cover letter for this job that:

- Opens with a strong hook that shows I understand the company's challenges
- Highlights my top 3 most relevant accomplishments
- Explains why I'm uniquely qualified for this role
- Ends with a clear call to action

Keep it under 300 words and make it sound human, not AI-generated.

[Paste job description]

[Paste your resume]

Prompt 6: Optimize Your LinkedIn Headline

Copy this:

Based on my resume and career goals, write 5 different LinkedIn headlines that:

- Are under 120 characters
- Include relevant keywords for my industry
- Make me stand out to recruiters
- Show my unique value proposition

[Paste your resume]

[Paste your target job title or industry]

Prompt 7: Generate a Custom "About Me" Section

Copy this:

Write a compelling LinkedIn "About" section that:

- Tells my professional story in a conversational tone
- Highlights my biggest achievements
- Includes keywords for [your industry/role]
- Ends with a clear call to action for recruiters or hiring managers

Keep it under 200 words.

[Paste your resume]

Prompt 8: Prepare for Behavioral Questions

Copy this:

Act as an experienced interviewer. Based on this job description, give me the top 5 behavioral questions I'm likely to be asked. For each question, provide a strong answer using the STAR method (Situation, Task, Action, Result) based on my resume.

[Paste job description]

[Paste your resume]

Prompt 9: Negotiate Your Salary

Copy this:

I just received a job offer for [job title] at [company]. The offer is [salary amount]. Based on industry standards, my experience level, and the job responsibilities, help me:

1. Determine if this is a fair offer
2. Write a professional counter-offer email
3. Suggest a realistic salary range I should ask for

[Paste job description]

[Paste your years of experience and location]

Prompt 10: Follow Up After an Interview

Copy this:

Write a professional follow-up email to send after my interview for [job title] at [company]. The email should:

- Thank them for their time
- Reinforce my interest in the role
- Mention 1-2 specific things we discussed
- Subtly remind them why I'm a great fit
- End with a clear next step

Keep it under 150 words and make it sound genuine, not templated.

The Complete Resume Optimization Workflow

Follow this exact process to maximize your chances:

Step 1: Analyze & Score

- Use **Prompt 1** to get your match score
- Identify the top 5 missing keywords

Step 2: Rewrite & Optimize

- Use **Prompt 2** to rewrite your experience section
- Make sure every bullet point uses the XYZ formula

Step 3: ATS Check

- Use **Prompt 3** to scan for formatting issues
- Fix any problems it identifies

Step 4: Prepare for the Interview

- Use **Prompt 4** to practice tough questions
- Use **Prompt 8** for behavioral questions

Step 5: Apply with Confidence

- Use **Prompt 5** to write a custom cover letter

- Submit your application

Step 6: Follow Up

- Use **Prompt 10** to send a follow-up email 24-48 hours after your interview
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Pro Tips for Using ChatGPT for Job Search

1. Always Use the Same Chat for Context

When optimizing your resume, stay in the same ChatGPT conversation. This way, the AI remembers your resume, the job description, and the keywords it already identified.

2. Customize for Every Job

Don't use the same resume for every application. Run Prompt 1 and Prompt 2 for each job you apply to. It takes 5 minutes and dramatically increases your chances.

3. Use Temporary Chat for Sensitive Info

If you're worried about privacy, use ChatGPT's Temporary Chat mode (click your profile → Temporary Chat). Your conversations won't be saved or used to train the model.

4. Don't Copy-Paste Blindly

ChatGPT gives you a strong foundation, but always review and personalize the output. Add your own voice and make sure everything is accurate.

5. Save Your Best Prompts

Create a document with all your customized prompts so you can reuse them for future job applications.

Common Mistakes to Avoid

 **Using the same resume for every job**

 **Customize your resume for each application using Prompt 1 and Prompt 2**

✗ Ignoring ATS compatibility

✓ Always run Prompt 3 before submitting

✗ Writing generic cover letters

✓ Use Prompt 5 to create a custom cover letter for each job

✗ Not preparing for interviews

✓ Use Prompt 4 and Prompt 8 to practice before every interview

✗ Forgetting to follow up

✓ Use Prompt 10 to send a professional follow-up email

Bonus: How to Use ChatGPT to Find Jobs

Prompt 11: Identify Companies Hiring in Your Field

Copy this:

I'm looking for a job as a [your job title] in [your location or remote]. Based on my skills and experience, suggest 20 companies that are likely hiring for this role right now. Include a mix of startups, mid-size companies, and large corporations.

[Paste your resume or key skills]

Prompt 12: Research a Company Before Your Interview

Copy this:

I have an interview with [company name] for a [job title] role. Give me:

- A summary of what the company does
 - Their recent news or achievements
 - Their company culture and values
 - 3 smart questions I should ask during the interview
 - Potential challenges they might be facing that I can address
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Final Checklist

Before you submit your next job application, make sure you've done this:

- ✓ Run Prompt 1 to get your match score
 - ✓ Run Prompt 2 to optimize your experience section
 - ✓ Run Prompt 3 to check ATS compatibility
 - ✓ Run Prompt 5 to write a custom cover letter
 - ✓ Run Prompt 6 to optimize your LinkedIn headline
 - ✓ Run Prompt 4 and Prompt 8 to prepare for the interview
 - ✓ Run Prompt 10 to send a follow-up email after the interview
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You're Ready to Dominate Your Job Search

This guide gives you everything you need to:

- Write a resume that beats ATS filters
- Get more interviews
- Prepare like a pro
- Negotiate better offers
- Land your dream job

Use these prompts, customize them for your situation, and watch the interview requests roll in.

Good luck!

Want more AI tips and career hacks? [Follow me](#) for daily content.

P.S. This is just the beginning.

If these 12 prompts changed the way you think about job searching, imagine what 1,000+ prompts could do for every area of your life.

I've spent the last year testing, refining, and organizing the best AI prompts across 50+ different niches—business, marketing, content creation, productivity, finance, health, relationships, and more.

It's basically a cheat code for using AI the right way.

If you want my full prompting guide PDF + 1,000+ battle-tested prompts for 50 different niches, check it out here: maverickgpt.com