MAVERICKAI

AI JOB SEEKERS GUIDE

YOUR RESUME, INTERVIEW AND APPLICATION SYSTEM

Use ChatGPT or Claude to write your resume, prepare for interviews and work through your job search.

21 complete prompts for ChatGPT or Claude

Resume audit, rewrite and job-specific review

Applications, interviews, follow-ups and negotiation

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Use ChatGPT or Claude to build a resume that fits the job, prepare for the interview, and work through your applications. This guide brings both workflows together: the quick prompts from the original resume video and the fuller resume, interview and follow-up system.

THE PLAN

1. The Resume Audit
2. The Experience Rewrite
3. The ATS and Hiring Manager Test

Claude helps you fix a generic resume and a weak match to the role. It analyzes your resume against the actual job description, identifies the exact keywords you are missing, rewrites your experience using proven formulas, and then pressure-tests the result from both the ATS perspective and the hiring manager perspective. The whole process takes about 10 minutes and can dramatically increase your interview rate.

This guide walks you through the core resume prompts, plus six bonus prompts that cover everything else in the job search: cover letters, interview prep, salary negotiation, LinkedIn optimization, follow-up emails, and automated applications.

Choose Your Tool

The resume audit, experience rewrite, ATS check, cover letters, interview practice, LinkedIn and negotiation prompts below work in ChatGPT or Claude. Upload the same resume and job description in whichever one you use.

For browser applications, follow the tool-specific route: ChatGPT Work and Indeed, or Claude and Indeed. The connector finds the jobs; browser or computer use works through the applications. The Cowork walkthrough below remains the Claude route.

What You Need

1. A ChatGPT or Claude account (a free account works for the text prompts, within its upload and usage limits)

2. Your current resume (PDF, Word, or plain text)

3. The job description you are targeting

4. For browser applications: A supported paid agent plan and a browser the agent can use. Choose the Claude or ChatGPT route linked above.

Step 1: The Resume Audit

Start by uploading your resume and the job description to Claude. This first prompt makes Claude think like a senior recruiter at the exact company you are applying to. It gives you an honest assessment of where you stand before you start rewriting anything.

PROMPT 1 | COPY & PASTE

Act as a senior recruiter for this exact company.
Analyze my resume against this job description.

Give me:

1. A match score out of 100
2. The top 5 missing keywords that the ATS will be scanning for
3. The 3 red flags a hiring manager would spot in under 10 seconds
4. Which sections are strong and why
5. Which sections are weak and why
6. How my resume compares to what a strong candidate for this role would look like

Be brutally honest. I would rather fix problems now than get ghosted later.

Do not skip this step and go straight to rewriting. The audit shows you exactly what needs to change and why. Most people are surprised by what the ATS actually penalizes.

Step 2: The Experience Rewrite

Stay in the same chat so Claude still has context from the audit. This prompt rewrites your experience section using the Google XYZ formula, which is the format used by top companies to evaluate candidates: Accomplished [X] as measured by [Y] by doing [Z].

PROMPT 2 | COPY & PASTE

Rewrite my experience section using these rules:

1. Naturally include the missing keywords you identified, but do NOT force them in. They should feel like a normal part of each bullet.

2. Remove or fix every red flag you flagged.

3. Use the Google XYZ formula for every bullet: "Accomplished [X] as measured by [Y] by doing [Z]"

4. Start every bullet with a strong action verb. Never use "Responsible for" or "Helped with".

5. Add specific numbers wherever possible. If I did not provide numbers, suggest realistic placeholders I can fill in later and mark them with [FILL IN].

6. Keep each bullet to 1-2 lines max. Hiring managers skim. Dense paragraphs get skipped.

7. Order bullets by impact, not chronology. The most impressive result goes first.

Most resume bullets describe tasks: "Managed a team of 5 engineers." The XYZ formula turns that into an accomplishment: "Reduced deployment time by 40% (measured by weekly release velocity) by

restructuring the engineering team into cross-functional pods." The first tells you what they did. The second tells you what happened because they did it. Hiring managers care about the second.

Step 3: The ATS and Hiring Manager Test

Still in the same chat. Now Claude stress-tests your rewritten resume from two perspectives: the ATS software that filters you out before a human sees you, and the hiring manager who is reading 200 resumes in one sitting and looking for reasons to say no.

PROMPT 3 | COPY & PASTE

Now act as two different people:

FIRST: Act as an ATS filter. Scan my new resume and tell me:
- Would it pass the ATS for this job? (Yes/No)
- Which keywords are now present and which are still missing?
- Any formatting issues that would confuse an ATS parser? (tables, columns, headers, special characters, images)

SECOND: Act as a hiring manager who is reading 200 resumes in one sitting. Scan my resume and tell me:
- Which sections would you skip? Why?
- What makes you stop scrolling (good or bad)?
- Would you put this in the "yes" pile, "maybe" pile, or "no" pile for this role?
- Rewrite any sections that would get skipped so they actually stop the scroll.

Give me the final version of my resume after all fixes are applied. Base the review on the job description and my actual experience. Do not invent experience, credentials or results. Treat your score as an editing assessment, not a score from the employer's ATS.

After this step, ask for an editable DOCX resume and a matching PDF. In Claude, enable Cloud code execution and file creation under Settings > Capabilities. A Claude Doc can export to Word or PDF. In ChatGPT, ask Work to create the files. Replace every [FILL IN] with a real number, or remove it, before submitting. Open both files and check the text and layout.

Bonus: Auto-Apply with Cowork

This is the power move. Once your resume is optimized, use Claude Cowork, or the combined Claude chat experience if your account has it, and have it go to LinkedIn, find jobs you are qualified for, and apply to them with a customized application for each one. Claude literally applies to jobs while you sleep.

PROMPT 4 | COPY & PASTE

Now that my resume is optimized, go to LinkedIn and do the following:

1. Search for [JOB TITLE] roles in [LOCATION] posted in the last [7/14/30] days.
2. Filter for jobs where my resume is at least a 70% match based on the skills and experience listed in the job description.
3. Pick the top 10 jobs I have the highest chance of landing an interview for.
4. For each job:
- Read the full job description
- Customize my resume summary and key bullets to match that specific role
- Write a short cover note (3 sentences max) that references something specific about the company
- Submit the application through LinkedIn
5. After all 10 are submitted, send me a summary:
- Company name + job title
- Match score
- What you customized for each
- Application status (submitted / draft)

Pause before submitting each application and show me the customized version first.

This needs a paid Claude plan and a Claude task with browser access, plus a browser Claude can drive: either the Claude in Chrome extension (turn it on under Customize, then Connectors, then enable it in the chat), or the desktop app's own built-in browser (Settings, then Cowork, then Preferred browser). Make sure you are logged into LinkedIn in that browser before running this. On accounts with the new combined experience, describe the job in a normal conversation. If your app still shows a Cowork option, select it. Keep the "pause before submitting" line so you review each application before it goes out. Cloud work can continue while your laptop is closed. A task using your own Chrome session or local files still needs the computer online and available. If you would rather run this through Indeed, my Claude and Indeed job hunter guide uses the Indeed connector instead, and there is a ChatGPT version of this whole workflow too.

Bonus: 30-Second Cover Letters

Most cover letters are generic fluff that hiring managers skip. This prompt generates a targeted cover letter in about 30 seconds that references the specific company, role, and how your experience maps to their biggest problems. Use it after the resume audit so Claude already knows both your background and the job requirements.

PROMPT 5 | COPY & PASTE

Write me a cover letter for this job using my resume and the job description you already have.

Rules:
1. Open with one sentence that shows I understand their biggest current problem (use the job description as the clue)
2. Second paragraph: 2-3 specific examples from my resume that map directly to what they need
3. Third paragraph: Address one obvious gap or weakness head-on, and reframe it
4. Close with one specific reason I want to work at THIS company, not just any company

Tone: Confident, direct, no fluff, no buzzwords.
Length: Under 250 words.
Do NOT sound like AI wrote it.

The secret to a good cover letter is the third paragraph. Most people try to hide their weaknesses. Addressing the gap directly shows self-awareness and confidence, which are exactly the traits that get you past the "maybe" pile and into the "yes" pile.

Bonus: Interview Prep System

You got the interview. Now you need to prepare. This prompt does three things at once: researches the company, predicts the exact questions they will ask, and prepares your answers using real examples from your resume.

PROMPT 6 | COPY & PASTE

I have an interview for [ROLE] at [COMPANY] on [DATE]. Help me prep.

 # COMPANY RESEARCH

Give me a 1-page brief on:
- What they do and how they make money
- Their biggest current challenge or opportunity (from recent news, earnings, or product launches)
- Their main competitors and how they differentiate
- Their culture and values (from their site, Glassdoor, and recent posts)

 # PREDICTED QUESTIONS

Based on my resume and this job description, predict the top 10 questions they will ask. Mix behavioral, technical, and situational. For each question, give me:
- Why they are likely to ask it
- A strong 60-90 second answer using a specific story from my resume
- The one trap to avoid in my answer

 # QUESTIONS I SHOULD ASK THEM

Give me 5 questions that show I did research and actually understand their business. Not "What does a typical day look like" generic stuff. Questions that make the interviewer think "This person gets it."

 # MOCK INTERVIEW

After I review the above, run a 15-minute mock interview. Ask me the top 5 questions one at a time. After each answer, give me feedback on what was strong and what to fix.

The mock interview at the end is the most valuable part. Reading sample answers is helpful, but actually answering the questions out loud (or in text) forces you to practice the real thing. Claude gives you feedback after each answer so you can adjust before the real interview.

Bonus: Salary Negotiation Script

You got the offer. Now most people say "thank you" and accept whatever number is on the table. That is a mistake. Almost every offer has room to negotiate, and how you ask matters more than what you ask for. This prompt builds you a data-backed negotiation script.

PROMPT 7 | COPY & PASTE

I just got an offer for [ROLE] at [COMPANY]. The offer is [BASE + BONUS + EQUITY + BENEFITS]. Help me negotiate.

1. MARKET ANALYSIS
- Pull salary data for this exact role, level, company, and location
- Tell me where this offer falls (below market, at market, above market)
- Give me a specific counter-offer number with reasoning

2. EMAIL SCRIPT
- Write the exact email I should send to counter
- Express genuine excitement about the role
- Reference market data without being adversarial
- Ask for a specific number, not a range

3. PHONE CALL SCRIPT
- If they want to discuss by phone, give me the exact words to say for:
- Opening the conversation
- Stating my counter
- Handling "this is the best we can do"
- Negotiating non-salary items if base is firm (signing bonus, extra PTO, remote flexibility, start date)

4. WALK-AWAY ANALYSIS
- At what number should I accept?
- At what number should I walk away?
- What are the non-monetary factors that could make a lower offer worth taking?

Never give a number first. If they ask "What are your salary expectations?" before making an offer, deflect with something like: "I would like to learn more about the full compensation package before discussing numbers. What is the budgeted range for this role?"

Bonus: LinkedIn Profile Optimizer

Your resume gets you through the front door, but your LinkedIn profile is what makes recruiters come to you. Most LinkedIn profiles read like a resume copy-paste. This prompt rewrites your profile so it shows up in recruiter searches and makes them want to reach out.

PROMPT 8 | COPY & PASTE

Rewrite my LinkedIn profile to attract recruiters for [TARGET ROLE] roles.

1. HEADLINE
- 3 versions, each under 220 characters
- Use keywords recruiters actually search for
- Show outcome and specialty, not just title

2. ABOUT SECTION
- First sentence has to hook. No "I am a passionate..."
- 3 short paragraphs max
- End with a clear call to action (what kinds of roles or conversations I am open to)

3. EXPERIENCE BULLETS
- Same XYZ formula from my resume
- But more conversational than resume bullets
- Add 1 line per role about what I learned, not just what I did

4. SKILLS SECTION
- Top 5 skills to pin based on the roles I am targeting
- In priority order from most searchable to least

5. FEATURED SECTION
- Suggest 2-3 things I could add (articles, projects, presentations, media) that would make a recruiter stop and look closer

The LinkedIn headline is the most important field on the platform. Recruiters search by keywords and your headline is the first thing they see in search results. "Marketing Manager at XYZ Corp" is invisible. "B2B SaaS Growth Marketer | Scaled pipeline from $2M to $14M | Demand Gen + ABM" gets clicked.

Bonus: Follow-Up Email Templates

Following up is where most candidates drop the ball. The right follow-up at the right time can move you from "maybe" to "yes." This prompt generates the three follow-up emails you need at different stages of the process.

PROMPT 9 | COPY & PASTE

Write me 3 follow-up emails for my application to [ROLE] at [COMPANY].

1. POST-APPLICATION (3 days after applying)
- Short, confident, references one specific detail from the job post
- Restates fit in 1 sentence
- Under 60 words total

2. POST-INTERVIEW (within 24 hours)
- Thank them by name for their time
- Reference one specific moment from the conversation
- Reinforce the strongest example I gave
- Under 100 words total

3. THE NUDGE (7 days after interview, no response)
- Polite, not desperate
- Add a piece of value (relevant article, industry insight, or quick thought related to something we discussed)
- Give them an easy out: "If the timeline has shifted, totally understand"
- Under 80 words total

Tone for all: Confident, not desperate. Specific, not generic. Human, not template-y.

Hiring decisions are not just about qualifications. They are about who stays top of mind. A well-timed follow-up that adds value (not just "checking in") signals professionalism and genuine interest. Most candidates do not follow up at all, so you immediately stand out.

The Original Resume Video: 12 Quick Prompts

Use these shorter versions in ChatGPT or Claude. The numbered steps above are the fuller workflow. These Quick Prompt numbers belong to this section.

The 4 Core Prompts

Quick Prompt 1: Get Your Match Score

PROMPT 10 | COPY & PASTE

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

Quick Prompt 2: Optimize Your Experience Section

PROMPT 11 | COPY & PASTE

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."

Quick Prompt 3: Beat the ATS (Most Important)

PROMPT 12 | COPY & PASTE

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

Quick Prompt 4: Prepare for the Interview

PROMPT 13 | COPY & PASTE

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 out loud before the real interview

More Quick Job Search Prompts

Quick Prompt 5: Write a Killer Cover Letter

PROMPT 14 | COPY & PASTE

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]

Quick Prompt 6: Optimize Your LinkedIn Headline

PROMPT 15 | COPY & PASTE

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]

Quick Prompt 7: Generate a Custom "About Me" Section

PROMPT 16 | COPY & PASTE

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]

Quick Prompt 8: Prepare for Behavioral Questions

PROMPT 17 | COPY & PASTE

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]

Quick Prompt 9: Negotiate Your Salary

PROMPT 18 | COPY & PASTE

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]

Quick Prompt 10: Follow Up After an Interview

PROMPT 19 | COPY & PASTE

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.

Find Companies and Prepare for the Interview

Quick Prompt 11: Identify Companies Hiring in Your Field

PROMPT 20 | COPY & PASTE

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]

Quick Prompt 12: Research a Company Before Your Interview

PROMPT 21 | COPY & PASTE

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

The Full Job Search Workflow

Here is the complete sequence from start to offer:

1. Resume audit (Prompt 1)
2. Experience rewrite (Prompt 2)
3. ATS + hiring manager test (Prompt 3)
4. Auto-apply or manual applications (Prompt 4)
5. Custom cover letter per role (Prompt 5)
6. LinkedIn profile refresh (Prompt 8)
7. Interview prep + mock interview (Prompt 6)
8. Follow-up email after interview (Prompt 9)
9. Salary negotiation when the offer arrives (Prompt 7)

Always review and personalize what Claude generates. AI-written content that sounds generic will hurt you more than help you. Add your own voice, your own stories, and your own specific numbers. Claude gives you the structure. You provide the substance.

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