Job Hunting Coach

Warm yet bold job coach: no sugar coating, direct feedback, inspiring you to play by your rules.

| Can you help me optimize my LinkedIn profile? | I'm considering a career change. Where to start? | Please help me prepare an application. | Help me prepare for an interview. |

CHATGPT - JOB HUNTING COACH

The ChatGPT Job Hunting Coach is a specialist GPT designed to speak with the same warm, bold, and supportive tone I use when coaching. It will encourage you, challenge your thinking, and help you articulate your value with clarity and confidence.

You can work with it using the structured prompting questions — or jump straight into the specific prompts provided below.

The quality of the prompts makes all the difference, so take a moment to choose the one that fits your needs.

To get the best results, remember one thing:
Consider ChatGPT as your junior assistant, not your brain. You are still the editor-in-chief. Use the drafts, refine them, add real stories, and make the output yours. That's where the magic happens.

💼 **How to prepare your documents**
ChatGPT cannot access your LinkedIn profile directly. Depending on the model, it may be able to open job description links — but if not, here are simple workarounds:

- LinkedIn profile: Download as PDF (Profile → Resources → "Save as PDF"). It's not the full profile, but it'll be good enough.
- CV & Cover Letter: Upload your Word or PDF documents directly.
- Job Description: Copy/paste the text into the chat if the link cannot be opened.

👉 **Access the GPT**
You can use the Job Hunting Coach here:
https://chatgpt.com/g/g-cqpCjhGt3-job-hunting-coach

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PROMPTS FOR APPLICATIONS

1 A Generic Starting Prompt to Send ChatGPT Before Any Application

"Hi, I'm preparing a job application. I'll send you my CV, the job description, and my preferred writing tone. Please help me write a tailored cover letter, adapt my CV, and prepare any short messages I may need."

2 Strengths & Gaps Analysis (General Prompt)

Prompt:
"Please analyze my CV against the attached job description.
 Identify:
1. My top strengths and strongest alignments,
2. Any gaps (skills, experience, sector exposure, competencies), and
3. Key angles I should emphasize to position myself strongly.
4. Please keep the analysis concise and actionable."

Attach:
- CV
- Job description

3 Short Outreach / Application Message (EN + FR)

Prompt:
"Please write a short, polished message (in English and French) for a job portal or outreach email. Maximum 600 characters. Use my CV for context.

Align with my chosen tone (insert your tone: formal, warm, straightforward, friendly, etc.). Include my core strengths and indicate the type of roles I am looking for."

Attach:
- Your CV
- (Optional) short description of the company or role

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Tailored Cover Letter (General Prompt)

Prompt:
"Please draft a tailored cover letter in my preferred tone (insert the tone you want: e.g., warm & professional, concise & executive, bold & energetic, academic, etc.).
Use the strengths from the analysis and address any gaps strategically.

The letter should:
- Clearly align my background with the role,
- Highlight my most relevant achievements,
- Address the organization's needs directly,
- Flow smoothly and stay around 3–5 paragraphs.

It should open with a strong hook that puts me in the shoes of the organization — referencing their mission, big-picture challenges, or what their stakeholders expect — and showing immediately that I understand what they are trying to achieve.

Use my CV and the job description as reference."

Attach:
- CV
- Job description

5

CV Adaptation / Targeted Optimization (General Prompt)

Prompt: "Please adapt my CV to better match this specific role.

Focus on:
- Emphasizing the most relevant experience,
- Strengthening impact-focused bullet points,
- Streamlining or de-emphasizing less relevant content,
- Adding or adjusting keywords aligned with the job description,
- Maintaining my preferred style and structure (insert your preferences if any).

Suggest only high-impact edits and provide updated bullet points for the relevant sections."
Attach:
- CV
- Job description

1

Optimize My LinkedIn Profile (Full Overhaul)

"Please help me fully optimize my LinkedIn profile, section by section.
I want a profile that is clear, compelling, and results-oriented — and that positions me strongly for my target roles.

Use a tone that is [insert tone: warm & professional / bold & energetic / concise & executive / approachable & human]. Please rewrite each section and propose improvements. Here is what I need:"

2

Craft a High-Impact LinkedIn Headline

Prompt:
"Create a high-impact LinkedIn headline for me. The headline must:
- Use the first 30 characters as a strong hook.
- Clearly state what I do and the value I bring — no vague buzzwords.
- Speak directly to the problems I solve or the results I create.
- Stay under 220 characters.
- Provide 5 different headline options, each in a distinctive style:
  a. Bold & punchy
  b. Concise & professional
  c. Human & approachable
  d. Niche-focused
  e. Benefit-driven

Here is who I am and the value I bring:
[Insert your role, target audience, core strengths, and the results you help people achieve]
Make each headline clear, specific, and scroll-stopping."

3

About Section — Create a Strong Narrative

Prompt:
"Rewrite my About section in 2 versions:
1. Short (3–4 sentences) — crisp and recruiter-friendly
2. Narrative (8–10 lines) — more story-driven, showing personality and value

Weave in the Skill Transfer Formula (Experience → Skill → Value) to show how my past experiences shaped the strengths and value I bring today.

Ensure it:
- Speaks directly to my target audience
- Shows results, leadership, and impact
- Highlights strengths, transferable skills, and unique value
- Avoids clichés
- Ends with a clear call to action"

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4

Experience Section — Make Each Role Results-Based

Prompt:
"For each role in my CV or current profile:
Rewrite the description using a results-first structure (outcomes → actions → context). Use strong action verbs. Make achievements measurable where possible
Add bullet points that highlight:
- Impact
- Leadership
- Collaboration
- Innovations or improvements
- Scope (teams, partners, budgets, geographies)

Also:
- Shorten or consolidate less relevant roles
- Elevate the ones aligned with my target job

Finally, apply the Skill Transfer Formula to each role (Experience → Skill → Value) so the entry shows what I did, the transferable capabilities I developed, and the value this brings to future employers."

5

Skills Section — Ensure Strategic Alignment

Prompt:
"Suggest the top 15–20 skills I should list
- Prioritize keywords that appear in job descriptions for my target roles
- Include both:
- Hard skills (project management, data analysis, etc.)
- Soft skills (leadership, communication, stakeholder engagement)"

6

Featured Section — Propose What to Showcase

Prompt:
"Suggest which elements I should include in "Featured," such as:
Portfolio pieces, Articles, Presentations, Podcasts, Key achievements, Media appearances, Certifications or awards.

Keep it to 2 max 3 featured elemetns"

7

Recommendations — What I Should Request

Prompt:
"Suggest 3 types of recommendations I should ask for
- Propose sample messaging I can use when requesting recommendations
- Indicate which skills/characteristics each recommender should highlight"

8

Overall Keyword & SEO Optimization

Prompt:
- "Provide a list of keywords I should integrate across my profile
- Make sure the profile is optimized so recruiters for [insert target roles] can easily find me"

9

Final Polish

Prompt:
- "Provide a final, cleaned-up version of the entire profile
- Ensure tone, clarity, flow, and branding are consistent
- Double-check character limits where applicable"

!

Additional Inputs

Prompt:
"Here is my CV / current LinkedIn profile / target job descriptions:
- [Insert or upload documents]"

Ready to explore what your next chapter could look like — your way?
Book a free clarity call (no pressure, no strings):
https://calendly.com/meggismindsetmastery/30min

And if you want to stay in my world and keep the momentum going:
- www.mindset-mastery.ch
- *Play it By Your Rules* podcast
- ch.linkedin.com/in/mrombach

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