



ChatGPT Cheat Sheet

Supercharge Your Job Search with AI

Did you know that a whopping 76% of recruiters are saying AI is revolutionising recruiting? And, about 33% of HR teams are already using AI to make their processes better. This means AI isn't just a buzzword anymore – it's a real game-changer in the job market.

Understanding AI can give you a serious edge, but it's not a solution on its own. It does the heavy lifting, and you add the magic touch. It's about striking a balance – let AI handle about 80% of the groundwork on the drafts. Then, add your unique touch putting the last 20% of work in yourself, adding your personalisations and voice.

In this Cheat Sheet, we've got some cool ChatGPT prompts to show you how to make the most of AI. The clearer your prompts, the better ChatGPT can assist you.

Here's an overview of what you'll get in this Cheat Sheet:

- **Your Resume and Cover Letters:** Get hands-on tips to use AI for creating standout applications.
- **Your LinkedIn Profile:** Discover how AI can make your profile shine.
- **Job Search Strategies:** Learn how to use AI for personalised career advice, finding roles that fit you like a glove, and discovering opportunities that align with your ambitions.

Questions?

Stuck on a particular point? I've got your back! You can reach out to me at info@viewspd.com.au

Ok - are you ready? 💖 Have fun, stay curious, and let's dive in!

Trinity James

Views Professional Development

www.viewspd.com.au





Resumes and Cover Letters

Resumes tailored to a specific job have a 60% higher chance of getting noticed.

Sample ChatGPT Prompts:

- Please rewrite and format my most recent experience for me to include in an update to my resume. I would like you to focus on my most relevant experience in the area of education, and include quantifiable results I have achieved. Here's some information on my most recent experience for you to draw upon:
- Identify the top 5 keywords in the following job description.
- Please analyse my updated resume for ATS compliance and alignment to my desired role, and provide suggestions for improvement.
- Write a cover letter for me to use to submit my application for the following role.
- Update to include quantifiable examples of my capabilities using my resume.
- Update to change tone to be more casual and enthusiastic about the role, and include my love for solving puzzles.

ACTION STEPS

Use AI tools to assist in creating tailored resumes and cover letters.

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Your LinkedIn Profile

According to a study by Jobvite, 95% of recruiters use LinkedIn to find candidates

Sample ChatGPT Prompts:

- Give me 5 suggestions for my LinkedIn profile headline as an executive assistant. Use the following format Title | Keywords and skills | tagline
- Suggest keywords and improvements for my LinkedIn profile as an office manager.

ACTION STEPS

Utilise AI-driven suggestions for LinkedIn profile optimisation, such as keyword usage and profile completeness.

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Job Search Strategies

A Forbes survey found that 8 out of 10 employees would consider leaving their current role for a job that more closely aligns with their personal values.

Sample ChatGPT Prompts:

- What job opportunities align with my strengths in communication and leadership and my values of creativity and teamwork?
- Assist me in planning a career path that aligns with my goal of becoming Chief of Staff.
- What additional training, certifications, or experiences would help me progress in my desired direction?

ACTION STEPS

Use AI tools to help identify your strengths and values and how these align with potential job opportunities. Experiment with AI-driven career planning tools to find a career path that aligns with your personal and professional goals.

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Well Done!

Great work learning to use AI to supercharge your job search, I hope this process has sparked some ideas to help you discover your next role!

YOUR NEXT STEP: THE VIEWS CAREER COACHING PROGRAM

At Views PD, we are here to help you create a career that works with your life, not against it. Our proven strategies will enable you to:

- Boost Earnings by up to 20% within a Year
- Increase Job Satisfaction by up to 30%
- Reclaim 10 Hours Each Week

Yes, it's possible.

And yes, you absolutely deserve it!

Don't forget - book your complimentary session with me (if you haven't already!). I'd love to speak with you to further clarify your vision for the future and create a clear pathway towards it.

Book a time in here: www.viewspd.com.au/strategy-session



— Client Story — ”

During the Views PD coaching program, I have overcome roadblocks and achieved much needed results. I have increased motivation and clarity on what is needed for me to move forward. Trinity has put in place crystal clear plans so I may achieve goals... Prior to joining the coaching program, I had heard raving reviews from others already using Views PD coaching service, they shared results that I could only have dream of, it became apparent, I also needed Trinity's help.

I now feel I have purposeful direction, Trinity has a real focus on self care and I have to say, I am finally enjoying a balance between business and life, I am more energised and positive, Trinity has helped me to grow a better version of me, and I love it!

If anyone needs any help with mindset, feeling overwhelmed, progressing in any part of their life, I would definitely recommend you speak with Trinity and Views PD.

Jackie Wickham



It's
Your
time

Finally, do you have any questions or need clarification on anything we've discussed here? Please reach out to Andrea and I on info@viewspd.com.au

This really is an exciting time for you as we have seen so many others in similar situations go on to create truly incredible lives and successful careers doing what they love and living on purpose.

We hope to see you in the Career Coaching Program, and look forward to continuing to help you achieve the successful career you deserve!



With gratitude and appreciation,

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