

Best Tips to Create effective ChatGPT prompts

Source: <https://tipseason.com/chatgpt-prompts-for-resume/>

1. **Be clear and concise:** Provide a prompt that is specific and to the point, so that ChatGPT can provide a focused and accurate response.
For example: "What is the current population of the United States?"

This prompt is clear and concise, making it easy for ChatGPT to provide an accurate response, whereas a prompt like "Can you tell me about it?" is not clear.

2. **Define the context:** Provide enough context to allow ChatGPT to understand the context in which the prompt is being asked.
For example: "Can you provide a comprehensive overview of the causes and events leading up to the start of World War II, including key countries and leaders involved?"

This prompt provides sufficient context for ChatGPT to understand the request and respond with a detailed and accurate answer.

3. **Provide sufficient information:** Provide enough information to help ChatGPT understand the full context of the prompt.
For example:
"What are the potential health benefits and drawbacks of a vegetarian diet?"

This prompt provides enough information for ChatGPT to understand the request and respond with a comprehensive answer that covers both the benefits and drawbacks of a vegetarian diet.

4. **Avoid ambiguity:** Avoid using prompts that are ambiguous or could have multiple interpretations.
For example: "What is the meaning of life?"

This prompt is too broad and could have multiple interpretations, making it difficult for ChatGPT to provide a focused and accurate response.

A more effective prompt might be:

"What is the philosophical meaning of life according to Greek philosophy?"

Prompts for Jobs & Resume

1. Write a one-minute introduction for a job interview
 2. Craft a list of questions to ask an interviewer
 3. Write a follow-up email after an interview
 4. Create a 30-second elevator pitch for a job
 5. Write a cover letter for a job application
 6. Design a resume for a specific job
 7. Write a list of achievements to highlight in an interview
 8. Create a portfolio to showcase your skills
 9. Write a script for a mock interview
 10. Design a reference list for a job application
 11. Help me come up with five questions to ask the interviewer during an upcoming job interview.
 12. Can you provide tips for effectively answering the most common interview question 'Tell me about yourself'?
 13. What are the best ways to prepare for a behavioral interview?
 14. How can I make a great first impression in a job interview?
 15. Provide me with five examples of questions to ask about the company culture during a job interview.
 16. What are some common mistakes to avoid during a job interview?
 17. How can I showcase my problem-solving skills in a job interview?
 18. What should I do if I'm asked a question that I don't know the answer to during a job interview?
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19. How can I prepare for technical interview questions related to my field?
 20. What are the most important things to research about the company before a job interview?
 21. Provide tips for effectively communicating my salary expectations during a job interview.
 22. What are some questions I should ask the interviewer to demonstrate my interest in the position?
 23. How can I effectively address any gaps in my employment history during a job interview?
 24. What are some good ways to follow up after a job interview?
 25. Provide me with five examples of questions to ask about the opportunities for growth and development at the company.
 26. How can I effectively sell my skills and qualifications during a job interview?
 27. What are the most common interview questions for a managerial position and how can I prepare for them?
 28. What should I wear to a job interview and how can I ensure I make a good impression with my attire?
 29. How can I prepare for a panel interview and what should I expect?
 30. What are some effective ways to prepare for an interview in a virtual setting?
 31. "Write a resume for a [recent college graduate] looking for a job in [marketing]:
[Education and Relevant Coursework]
[Internships, Part-Time Jobs, and Volunteer Experiences]
[Transferable Skills]
[Career Goals and Aspirations]"
 32. "Write a cover letter for a [software engineer] applying for a job at [Google]:[Introduction and Expression of Interest]
[Relevant Experience and Skills]

[Alignment of Experience with Role Requirements][Passion for Technology and Innovation]"
 33. "Tailor a resume for a job as a [project manager]:

[Relevant Project Management Experience]
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[Key Achievements in Previous Project Management Roles] [Leadership, Organization, Communication, and Problem-Solving Skills][Relevant Certifications or Training]"

34. "Write a LinkedIn summary for a job seeker in the [finance] industry:
[Background and Experience]
[Key Skills and Areas of Expertise]
[Relevant Education or Certifications]
[Career Goals and Aspirations]"

35. "Write a job ad for a [customer service representative]:

[Overview of Company and Customer Service Department]
[Job Responsibilities]
[Requirements and Qualifications]

[Benefits of Working for the Company and Opportunities for Growth and Advancement]"

36. "Create a resume for a [teacher] with [10 years of experience]:[Education and Qualifications]
[Teaching Experience] including grade levels, subjects taught, and key achievements.

[Skills] relevant to teaching, such as classroom management, lesson planning, and assessment.

[Awards and Recognitions] received for teaching or professional development."

37. "Write a resume for a [sales representative]:

[Education and Relevant Coursework]

[Sales Experience] including products or services sold and key achievements. [Skills] in sales, such as prospecting, closing deals, and relationship building. [Certifications or Training] in sales."

38. "Write a cover letter for a [web developer] applying for a job at [Facebook]:[Introduction and Expression of Interest]

[Relevant Experience and Skills] in web development
[Alignment of Experience with Role Requirements]

[Passion for Technology and Innovation] and how you would bring that to the role at Facebook."

39. "Tailor a resume for a job as a [HR manager]:

[Relevant HR Management Experience]

[Key Achievements in Previous HR Roles] including employee relations, diversity and inclusion, and talent acquisition.

[Leadership, Communication, network error and Problem-Solving Skills] in HR

[Relevant Certifications or Training] in HR or related fields."

40. "Write a LinkedIn summary for a [marketing professional]:[Background and Experience] in marketing

[Key Skills and Areas of Expertise] in marketing and advertising

[Relevant Education or Certifications] in marketing or related fields [Career Goals and Aspirations] in marketing."

41. "Write a job ad for a [data analyst]:

[Overview of Company and Data Analyst Role]

[Job Responsibilities] including data analysis, reporting, and insights development

[Requirements and Qualifications] including experience with data tools and techniques [Benefits of Working for the Company and Opportunities for Growth and Advancement]."

To be a ChatGPT pro, please invest in the complete list of prompts at www.tipseason.com
