

Using ai prompts

Do's



Key skills

Extract and list the key skills, qualifications, and requirements from the provided job description.

Analyse

Analyze my CV and suggest improvements to highlight the key skills and requirements identified.

Rewrite

Rewrite the specified section of my CV to incorporate more relevant keywords that align with the job description.

Identify

Identify any gaps between my CV and the job requirements, and suggest actionable ways to address them.

Don'ts



Language

Don't use generic language instead of relevant keywords

Bullet Points

Don't use generic bullet points that don't align with the job

Research

Don't skip researching the company before applying

Final Review

Don't submit your application without a final review and Spell check!



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Bullet Points

Provide bullet points for my work experience that directly align with the job requirements.

Summary

Suggest a concise professional summary for my CV that specifically targets this role.

Analyse

Analyze the tone and language of the job posting, suggesting how I can mirror it in my application.

Achievements

Provide examples of how I can quantify my achievements in the CV to make them more impactful for this role.

Don'ts



Summary

Don't use a generic professional summary that doesn't target the role

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Overview

Create a brief company overview for [Company Name], including its founding date, mission, and core values.



Draft

Draft an engaging opening paragraph for my cover letter based on the company information and job requirements.



Achievements

Suggest 3-4 key achievements to highlight in my cover letter using my CV and the job description.



Don'ts



Openings

Don't use a generic opening paragraph in your cover letter



Achievements

Don't forget to showcase your achievements in the cover letter



Paragraphs

Don't use a generic closing paragraph that doesn't reflect company values



Review

Don't submit your application without a final review to make sure it's relevant and matches the job



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Overview

Review my tailored CV and cover letter, suggesting final improvements for better alignment with the job and company.

Closing Paragraph

Write a closing paragraph for my cover letter that expresses enthusiasm and aligns with the company's values.

Don'ts

Terminology

Don't ignore industry-specific terminology in your application

Tone

Don't use a tone or language that doesn't match the job posting

Achievements

Don't present achievements without quantifiable metrics when possible