Tech Latte

FREE GUIDE

# 8 ChatGPT prompts for your job search

The four prompts from our video, ready to copy, plus four more for cover letters, interviews and follow-ups. Start with your resume and end with a short list of jobs worth applying to.

| | |
|---|---|
| TIME | About 45 minutes for prompts 1 to 4. The rest take a few minutes each. |
| YOU NEED | A ChatGPT account and your resume as a PDF or Word file. Prompts 3 and 4 need a paid ChatGPT plan. The other six work on the free plan. |
| FROM | Tech Latte · techlatte.ai |

Checked against OpenAI's help pages on 13 November 2026

## 1 Read this first

These prompts work best in one chat, in order. Each one builds on the answer before it, so don't start a new chat between steps.

> **"Agent mode" has a new name.** In the video we say "turn on agent mode." OpenAI retired that button in late October 2026. The same job is now done by **Work**, which gives ChatGPT its own browser. You start a task in Work and describe what you want. You don't pick the browser yourself; ChatGPT decides when to use it.

**What to expect from prompts 3 and 4.** ChatGPT can search job sites and fill in forms, and it keeps working after you close your laptop. It also stops and waits for you in three situations:

- **When a site needs you to sign in.** You enter your password in a secure form. ChatGPT never sees it.
- **Before it submits anything.** It asks you to confirm an action that is hard to undo, and sending an application is one of those.
- **When a site blocks it.** Some job sites don't allow automated browsers. If that happens, use the spreadsheet from prompt 3 and apply to those jobs yourself.

So this does not apply to 200 jobs without you. It does the searching, sorting and tailoring, which is most of the work, and you approve what goes out.

> **Check every resume before it's sent.** ChatGPT can add skills or results you don't have. Read each tailored version and remove anything that isn't true. A smaller number of honest, well-matched applications does more for you than a large number of generic ones.

**Privacy.** Your resume has your phone number and address on it. You can remove them before you upload. To stop your chats being used for training, go to **Settings** → **Data controls** and turn off "Improve the model for everyone."

## 2 The four prompts from the video

### 1 Find the jobs you fit FREE PLAN

Upload your resume first, then paste this.

```
Act as a senior recruiter. Based on my resume, list the 15 job titles I'm most qualified for and the keywords recruiters and applicant tracking software commonly look for in each. Only use keywords that honestly match my experience.
```

Applicant tracking software is what most employers use to filter resumes before a person reads them. Each employer sets it up differently, so check these keywords against the real job posting before you use them. Cross out any title you wouldn't take, and tell ChatGPT which ones you removed.

### 2 Build a master resume FREE PLAN

Stay in the same chat.

```
Rewrite my resume into a master template I can tailor instantly. Use the Google XYZ formula and strip every red flag a hiring manager spots in under 10 seconds.
```

The XYZ formula is "Accomplished X, as measured by Y, by doing Z." If ChatGPT invents a number to fill in the Y, replace it with the real one or take the number out.

### 3 Find and score the openings PAID PLAN

Start a task in **Work** and paste this. If you start a new conversation for it, attach your master resume and your list of titles.

```
Go to LinkedIn and Indeed and find every job that matches these titles, posted in the last 7 days. Build me a spreadsheet with the link, a match score, and a custom tailored resume version for each one.
```

Add your city or "remote" and a salary floor to cut the list down. Expect to sign in to each job site once. If a site blocks ChatGPT, ask it to try company career pages for the same titles.

### 4 Apply to your best matches PAID PLAN

Review the spreadsheet first. Then, in the same task:

```
Apply to the top 10 highest-matched jobs from the spreadsheet. Customize each application based on the job description. Show me each application and wait for my approval before you submit it.
```

In the video we say 200. Start with 10. Once you trust the results, raise the number. Check each job site's rules on automated applications before you scale up.

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## 3 Four more prompts

These work on the free plan, in the same chat.

### 5 A cover letter that sounds like you

```
Write a cover letter for this job: [paste the job description]. Use my master resume. Keep it under 250 words, open with the result I'm proudest of, and write it the way I would say it out loud. Don't use the phrases "I am writing to" or "I am excited to."
```

### 6 Practice the interview

```
Act as the hiring manager for this job: [paste the job description]. Ask me the 10 questions you're most likely to ask, one at a time. After each answer, tell me what was strong, what was missing, and how to say it better.
```

### 7 Follow up after you apply

```
Write a short follow-up email to send one week after I applied for [job title] at [company]. Four sentences at most. Mention one specific thing about the company and one result from my resume that fits the role.
```

## 8 Match your LinkedIn profile to your resume

```
Using my master resume, write a LinkedIn headline under 220
characters and an About section under 150 words. Use the
keywords from the job titles you listed, and write it in the
first person.
```

### Want to learn how to put AI to work like this?

We learn and share this kind of thing inside the Agentic AI Academy, an online community where people learn to put AI agents to work, step by step.

**Join an online AI learning community**

We're members and this is our referral link, so we may earn a commission if you join. It costs you nothing extra.

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**Tech Latte** helps owner-led businesses put AI to work safely.
techlatte.ai · Checked against OpenAI's help pages on 13 November 2026. ChatGPT changes often, and what it can do on a job site depends on that site. We don't promise interviews or job offers.