Prompt Engineering in Career Planning
Your Guide to Better AI Prompts

With the prompts in this guide, you can effectively use AI tools like ChatGPT or Jasper to simplify your job search. Simply adjust the placeholders to your individual needs and let AI support you – from finding job listings to writing applications.

Using AI in Your Job Search

Simply adjust it to your needs and get started:

1. Find Job Listings
"Find job listings for [*your position*] in [*your region*]. The jobs should ideally offer remote options and align with my interests in [*industry or field*]."

2. Optimize Your Resume
"Create a professional resume based on my previous data: [*insert your experiences and achievements*]. The focus should be on my strengths, such as [*insert strengths*], and my key accomplishments."

3. Prepare for Job Interviews
"What typical questions might I be asked for the position [*position*]? Provide suggestions on how I can convincingly answer these questions and offer possible examples."

4. Analyze Your Skills
"Compare my skills: [*insert your skills*] with the requirements of this job posting: [*insert job posting*]. Tell me which of my skills are particularly relevant, which are less important, and where I still have gaps. Then, suggest how I can close these gaps."

5. Write a Cover Letter
"Write a compelling cover letter for this job posting: [*insert job description*]. The cover letter should highlight my strengths, such as [*insert strengths*], and explain why I am particularly suited for this position. The tone should be professional and motivated."

6. Expand Your Network
"Help me write a message for LinkedIn to approach a potential employer or recruiter. The text should be polite and focused."

Bonus Tips for Effective Prompting

* Always provide clear instructions (e.g., "Search for jobs in Berlin that allow remote work.").

* Experiment with tone: Test whether a professional or casual tone works better for you.

* Ask for feedback: Let AI refine and improve your drafts.

Coopers: Humanity x Expertise

AI and prompt engineering can revolutionize your job search – but sometimes, it takes more than technology to get the perfect job. This is where Coopers comes in: **We focus on value-based recruiting and humanity.**

You have a single point of contact – your **Coopers Consultant** – who is dedicated to support you in finding your dream job and connect you with companies that match not only your professional skills but also your personality.

The best part: Our service is completely free for you!

Simply get in touch with us!
Send us an email (office@coopers.ch) or call us (+41 41 632 43 50) – we look forward to getting to know you and boosting your career.

With us, you are in **good company.**