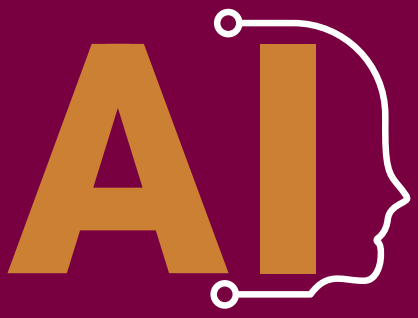
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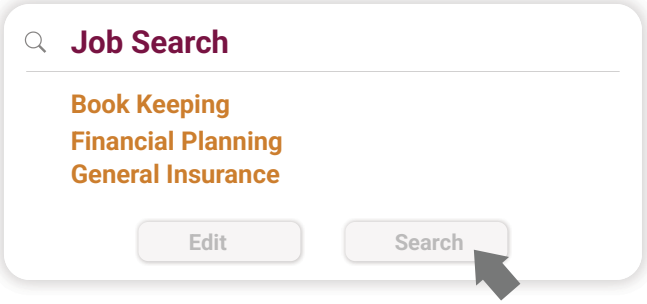


PROMPT GUIDE

POWERED BY 5 ELK

Career Ansenso
AI Prompt Guide

“Smart Prompts for a Smarter Job Search”



CV / RESUME HELP

1 **Structure my CV:**

“Can you help me create a resume for an entry-level role in [industry, e.g. marketing] based on no formal work experience but some internships and extracurriculars?”

2 **Rewrite a bullet point:**

“Can you improve this resume bullet point to sound more professional and achievement-focused: ‘Helped organize an event at school’?”

3 **Fill in a gap:**

“What can I write on my resume to highlight skills from a volunteer experience at a community organization?”



COVER LETTER WRITING



4 Draft a first version:

"Can you help me write a cover letter for this job ad? Here's the link/ text of the job post, and here's my resume."

5 Make it more personal:

"Can you revise this cover letter to sound more enthusiastic and reflect my passion for [industry/cause]?"

6 Help me bridge the gap:

"I studied [course] but I want to apply for a job in [different field]. Can you help me write a cover letter that explains my transferable skills?"

COMPANY & ROLE RESEARCH

7 Learn about the company:

"What can you tell me about [Company Name]—its mission, culture, and any recent news?"

8 Understand the role:

"What does a [Job Title] typically do in the [industry] field? What skills should I highlight when applying?"

9 Prep for a specific employer:

"I'm applying for a job at [Company]. What kind of values do they care about, and how can I reflect that in my application?"





INTERVIEW PRACTICE

10 **Practice questions:**

"Give me 5 common interview questions for a [role], and help me craft strong sample answers based on my resume."

11 **Flip the script:**

"What are 3 smart questions I can ask the interviewer at the end of my job interview for [job title]?"

12 **Feedback on my answer:**

"Here's how I'd answer 'Tell me about yourself'—can you give me feedback and suggestions to improve it?"

QUICK REMINDERS FOR STUDENTS

- Always double-check grammar, facts, and tone
- Never copy/paste without editing
- Make it yours—your voice, your story



"AI is a tool.
You are the value."