Your AI Career Coach Answer Key

1. Start With the Role - Sample Answer: You are a professional career coach helping me improve my resume and cover letter for entry-level environmental science jobs.

Why it works: It clearly defines the AI's expertise (career coach) and the goal (entry-level environmental positions), which sets tone and direction for the writing.

2. Describe the Task Clearly - Sample Answer: Your task is to review my current resume and rewrite it in a stronger, more action-oriented style. Then, create a short cover letter tailored to a sustainability nonprofit organization.

Why it works: It defines *both* creation and revision tasks, and signals the AI to personalize the writing for a specific field.

3. Give Background Context

Sample Answers: Career or field of interest: Environmental science and sustainability. Education or experience level: College senior, B.S. in Environmental Science. Strengths or key skills: Community outreach, research, leadership, public speaking. Type of job or organization you're targeting: Nonprofit or government sustainability program. Tone you want: Professional, confident, and optimistic.

Why it works: This context gives the AI enough material to personalize the letter and use vocabulary that matches environmental or nonprofit work (for example, "community engagement," "sustainability initiatives," etc.).

4. Add Real Constraints

Sample Answer: Resume must fit on one page with consistent formatting. Cover letter must be 150–200 words, in three short paragraphs. Use strong action verbs like "developed," "organized," and "implemented." Avoid filler phrases such as "hard worker" or "team player."

Why it works: These instructions make the result clean, readable, and professional. The verbs add measurable impact; the word limits keep it concise.

5. Decide on the Output Format

Sample Answer: Present the output as a polished, ready-to-send cover letter followed by a one-page resume outline with headings for *Experience, Education, and Skills.*

Why it works: It ensures the AI structures the results clearly for immediate use, rather than producing long text blocks or explanations.

6. Build Your Complete Prompt

Sample Final Prompt: You are a professional career coach helping me improve my resume and cover letter for entry-level environmental science jobs.
Your task is to review my current materials, rewrite my resume to sound more action-oriented, and create a short cover letter tailored to a sustainability nonprofit.
I am a college senior majoring in Environmental Science with experience in community outreach and research. I'm applying for a summer internship at GreenEarth Foundation.
Keep the resume to one page, the cover letter between 150–200 words, and use a confident but approachable tone. Use strong action verbs and specific results.
Present the final output as a ready-to-send cover letter followed by a professional resume layout with clear section headings.

Why it works: It follows the full Role + Task + Context + Constraints + Output structure and is reusable across multiple positions with small edits.

7. Quick Practice: Tailor Your Tone

Prompt: Rewrite the line "I'm excited to bring my communication skills to your team." for two jobs.

Job Type	Rewritten Line	Why It Works
Creative design agency	"I'm eager to bring my storytelling and design collaboration skills to a team that values originality and bold ideas."	Uses creative, energetic tone with industry-specific words ("storytelling," "bold ideas").
Accounting internship	"I'm excited to apply my attention to detail and clear communication to support your team's precision-focused work."	Keeps tone formal, highlights analytical skills important to accounting.