

Name \_\_\_\_\_

## Your AI Career Coach

You'll write a series of short, focused directions that teach an AI how to act like your **career coach** - helping you create or improve a resume and cover letter that fit a specific job. Each section below helps you build one piece of your professional prompt. When you're done, you'll have a reusable format you can use for any job or internship.

**1. Start With the Role** - Tell the AI who it is and what it's supposed to do. This sets tone and expertise.

**Examples:** You are a professional career coach helping me apply for entry-level marketing positions. You are a recruiter with 10 years of experience reviewing engineering resumes. You are a writing assistant helping me craft a confident and polished cover letter.

**Your Turn:** You are a \_\_\_\_\_ helping me \_\_\_\_\_.

**2. Describe the Task Clearly** - Tell the AI whether you want to *create*, *revise*, or *analyze* a document - and what you expect back.

**Examples:** Review my resume and suggest edits that make it more persuasive. Write a professional cover letter tailored to a specific job posting. Create a first draft resume for a high school student with part-time work experience.

**Your Turn:** Your task is to \_\_\_\_\_.

**3. Give Background Context** - AI tools write better when they know *who you are* and *what you want*. Include basic details about your experience, education, and the job you're applying for.

**Write a quick summary here (you'll paste this into your final prompt):**

Career or field of interest: \_\_\_\_\_

Education or experience level: \_\_\_\_\_

Strengths or key skills: \_\_\_\_\_

Type of job or organization you're targeting: \_\_\_\_\_

Tone you want (professional, confident, approachable, creative): \_\_\_\_\_



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**4. Add Real Constraints** - These are your "non-negotiables." Constraints tell the AI to keep things realistic, concise, and properly formatted.

**Common Examples:** Resume must fit on one page. Cover letter between 150-200 words. Avoid buzzwords like "dynamic" or "synergy." Use strong action verbs and measurable results. Format with clear headings for Experience, Education, and Skills.

**Your Turn:** List at least three specific rules:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**5. Decide on the Output Format** - Tell the AI *exactly* what kind of product you want back.

**Examples:** A polished one-page resume with bullet points and clear headings. A cover letter that addresses a specific job description. A side-by-side revision showing before-and-after improvements.

**Your Turn:** Present the output as \_\_\_\_\_.

(Be specific - do you want it written, formatted, or explained?)

**6. Build Your Complete Prompt** - Combine everything above into one concise, professional AI prompt.

**Final Prompt Template:**

You are a [role]. Your task is to [specific writing goal].

I am [brief background]. I am applying for [position or company].

Please [list constraints or formatting rules].

Present the final result as [output format].

**Example:** You are a professional career coach helping me write a cover letter. I am a college senior studying environmental science with experience in community outreach. I'm applying for an internship at a sustainability nonprofit. Keep the letter between 150-200 words, use a confident but friendly tone, and structure it with three short paragraphs. Present the final product as a professional, ready-to-send cover letter.

Name \_\_\_\_\_

**Final Prompt:**

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### 7. Quick Practice: Tailor Your Tone

Choose two different job types below and rewrite the *same line* of a cover letter to fit both tones.

**Original Line:** I'm excited to bring my communication skills to your team.

**Job Type**

**Rewrite the Line in a Fitting Tone**

1. Creative design agency \_\_\_\_\_

2. Accounting internship \_\_\_\_\_