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INTRODUCTION

You've applied to 60 jobs this month. Naukri, LinkedIn, a few company websites. Four replies. Two of those were auto-rejections that came within a minute of you hitting submit.

If that sounds familiar, you're not doing anything wrong - you're just competing in one of the most crowded job markets in the world, against software that filters you out before a human ever reads your resume, and against other candidates who've quietly figured out how to use AI to apply smarter, not just faster.

That's the real problem this book solves. Not "learn ChatGPT." You've probably already used it - typed "write me a resume" and gotten back something generic enough to belong to anyone. The gap isn't access to AI. It's knowing exactly what to ask it, at exactly the right stage of your job search, to get output that actually gets you shortlisted, interviewed, and hired.

This book gives you that - 30 ready-to-use ChatGPT prompts, mapped to every stage of the process: setting yourself up properly, building a resume that survives both software and human review, showing up where recruiters are actually looking, walking into interviews prepared instead of hoping for the best, and negotiating an offer that reflects what you're worth.

Who this is for: Freshers, early-career professionals, and mid-level job seekers across India who are willing to put in real effort and want that effort to convert into results. Whether you're applying from Pune, Chennai, Gurugram, or

anywhere in between, the prompts here adapt to your situation.

Who this isn't for: Anyone looking for a shortcut that skips actual preparation, or a way to fabricate skills and experience. AI can sharpen what's true about you. It can't manufacture qualifications you don't have - and Chapter 9 covers exactly why trying that backfires.

What to expect: No guaranteed job offers, no magic numbers. What you will get is a repeatable system - one that removes the guesswork from applications, interviews, and negotiations, so your genuine qualifications finally get the fair hearing they deserve.

We'll start with the mindset and setup you need before writing a single prompt, move through resume and visibility, then interviews and offers, and close with the mistakes that quietly undo good work. Let's begin.

Chapter 3

6 AI Prompts to Build a Resume Recruiters Actually Shortlist

A recruiter looking at entry- to mid-level roles spends seconds, not minutes, on a first pass through your resume. In that time, they're not reading - they're scanning for one thing: proof you did something, not just that you were present for a job title.

Most resumes fail this test. They list duties. "Responsible for handling customer queries." "Managed daily operations." "Assisted with reporting." None of that tells a recruiter what you actually achieved, or why you'd be better than the next candidate with the same job title.

This chapter gives you six prompts to fix that - turning your Career Input Sheet from Chapter 2 into a resume that shows impact, not just attendance.

Prompt 1: The Achievement Extractor

Most people undersell themselves because they think in duties, not outcomes. This prompt forces the shift.

Context: [Paste your role, responsibilities, and any numbers you remember - even rough ones - from your Career Input Sheet.] Task: For each responsibility listed, ask me 1-2 questions to help me recall a measurable outcome (numbers, percentages, time saved, money saved, people involved). Then rewrite each responsibility

as a quantified achievement. Format: One bullet per achievement, under 20 words each.

Mumbai example: Sneha, an HR executive, gave ChatGPT the line "Handled employee onboarding." Instead of just rewriting it, ChatGPT asked her: *How many employees did you onboard monthly? Did you reduce onboarding time or paperwork?* Her answer - "Around 15 new hires a month, cut onboarding paperwork from 3 days to 1 by digitizing forms" - became: **"Streamlined onboarding for 15+ new hires monthly, cutting processing time by 65% through digitized documentation."**

That's the difference between a duty and an achievement. If you genuinely don't have a number, estimate honestly (see the note on integrity below) or describe the outcome in plain terms - don't leave it vague.

Prompt 2: The Weak Bullet Rewriter

Even with good raw material, first-draft bullets often stay flat. This prompt sharpens language.

Context: Here are my current resume bullets: [paste 3–5 bullets]. Task: Rewrite each bullet to start with a strong action verb, remove filler words, and make the impact clear in the first half of the sentence. Format: Keep each bullet to one line. Don't invent numbers or facts I haven't given you.

That last instruction matters. Always tell ChatGPT not to invent figures - it will sometimes fill gaps with plausible-sounding numbers if you let it. Every number on your resume should be one you can explain in an interview.

Prompt 3: Tailoring Your Master Resume to a Job Description

Keep one strong "master resume" with everything you've done. For each application, tailor a copy - don't rebuild from scratch.

Context: Here's my master resume: [paste]. Here's the job description I'm applying to: [paste]. Task: Identify which of my existing bullets are most relevant to this role, suggest what to emphasize or reorder, and flag any experience I have that isn't reflected but matches this JD. Format: Give me a reordered bullet list for this specific application, not a full rewrite.

This is faster than writing a new resume every time, and it keeps your story consistent across applications - which matters if a recruiter cross-checks your LinkedIn later (more on that in Chapter 5).

Prompt 4: Deciding Your Resume Structure

Indian recruiters often expect a different section order depending on your experience level. Freshers and recent graduates typically lead with education; professionals with 2+ years of experience typically lead with work experience.

Context: I have [X years] of experience in [field], and my highest qualification is [degree] from [year]. Task: Tell me whether my resume should be education-first or experience-first, and suggest the ideal section order for my profile. Format: A simple ordered list of sections, with one line explaining why.

General rule of thumb (confirm with ChatGPT for your specific case):

Profile	Typical Section Order
Fresher / 0-1 yr experience	Education → Skills → Projects/Internships → Achievements
2-7 yrs experience	Summary → Work Experience → Skills → Education
Senior / leadership roles	Summary → Leadership Experience → Skills → Education (brief)

Prompt 5: Writing a Professional Summary That Isn't Generic

The 2-3 line summary at the top of your resume is often the only part a recruiter reads fully. Most people either skip it or fill it with clichés like "hardworking team player."

Context: *[Paste your Career Input Sheet details - role, experience, top 2 achievements, target role.]* Task: *Write a 2–3 line professional summary that leads with my strongest achievement, states my target role, and avoids generic adjectives like "hardworking" or "passionate."*
Format: *Maximum 40 words, no buzzwords, written in first person implied (no "I").*

Prompt 6: Formatting for Human Readability

Before you worry about ATS software (that's Chapter 4), your resume needs to be easy for a tired recruiter to skim in 20 seconds - without any design software.

Context: *My resume currently has [describe issues - dense paragraphs, inconsistent spacing, unclear sections, etc.].* Task: *Suggest how to restructure this for a clean, scannable layout using only Microsoft Word or Google Docs - consistent headers, bullet points instead of paragraphs, and clear white space.* Format: *A short list of specific formatting fixes, not a redesign.*

Keep it to one page if you have under 8 years of experience. Two pages only if you genuinely need the space. Avoid tables, columns, or graphics inside the resume itself - they look clean to a human eye but cause problems you'll learn about in the next chapter.

Before and After: See the Shift

Before (Duty-Based)	After (Achievement-Based)
Responsible for handling customer queries	Resolved 40+ customer queries daily, maintaining a 95% satisfaction rating
Managed social media accounts	Grew Instagram following from 2,000 to 8,500 in 6 months through weekly content planning
Assisted in sales reporting	Built a weekly sales tracker used by a 6-member team, reducing reporting time by 3 hours/week
Worked on customer onboarding	Onboarded 15+ clients monthly, cutting documentation time by 65%

A Note on Honesty

Every prompt in this chapter is built to sharpen real achievements - not invent them. If you don't have a number for something, say so and describe the outcome honestly. A recruiter who asks you to explain a number you can't back up

in an interview will remember it far longer than a bullet point ever could. Chapter 9 covers exactly this risk in more depth.

Your resume is only half the battle. Even a strong one can get filtered out before a human sees it. Chapter 4 shows you how to make sure that doesn't happen.

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