

CHATGPT PROMPT GUIDE

EXPLORE. PREPARE. CONNECT.



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Generative AI tools such as ChatGPT can be extremely useful for career planning, no matter where you are at in the process. You can utilize ChatGPT to help you explore different career pathways, prepare for the world of work, and connect with people and organizations. The Toppel Career Center has created a *list of sample prompts* to get you started, but we encourage you to think creatively about what additional prompts you might use in order to get the information you seek.

BEST PRACTICES TO KEEP IN MIND

Plagiarism & Misrepresentation: Utilizing Generative AI content when submitting academic assignments and professional documents could be considered plagiarism or a misrepresentation of your skills and experiences. Verify you are following the policies set by any institutions when submitting documents. Never use AI content as original writing.

Biases & Inaccurate Information: Generative AI may give you biased or inaccurate information based on how the tools were created. You should attempt to verify the information you receive with additional sources, including speaking to knowledgeable individuals about the topic.

Privacy of Personal Information: Never utilize personal details when submitting content on Generative AI tools such as names, addresses, phone numbers, or other identifying details. Check to see how data is being stored and shared by these tools.

For any questions about using Generative AI tools for your career, we encourage you to speak with one of our career coaches at the Toppel Career Center.



EXPLORE

- Give me a list of the top 10 employers for [insert industry].
- What is the average salary for [insert major] after graduation?
- What are some ways to learn more about what it's like to work in [insert industry]?
- What are occupations I can do with [insert major]?
- What are occupations I can do that combine my interests in [insert interest #1] and [insert interest #2]?
- What are the similarities and differences between [insert occupation] and [insert occupation]?
- What questions can I ask during an interview to learn more about what the organization is really like?
- Give me a list of graduate schools that specialize in [insert discipline].
- What does the typical career path look like for an [insert occupation]?
- Give me a list of the top skills I need to gain if I want to be an [insert occupation]?
- What questions should I ask when I am shadowing a professional?
- What types of extracurricular activities or experiences are valued by graduate admissions committees?
- Can you provide me with a step-by-step guide on the [insert graduate program] application process?
- How can I make the most out of a gap year before starting [insert graduate program/occupation]?
- What are the fastest growing industries right now?

PREPARE

- How can I improve my resume [insert resume] for [insert job description]?
- What are some sample accomplishment statements I could use for my position as an [insert occupation]?
- What courses should I take on Coursera, edX, LinkedIn Learning, or Udemy to improve my skills to better qualify for [insert occupation]?
- What action steps do I need to take to become an [insert occupation]?
- Are there specific keywords I should include in my resume to enhance it for the applicant tracking system (ATS) for [insert job description]?
- Help me draft a cover letter for [insert job description] using my resume [insert resume.]
- You're the interviewer for this role: [insert job description]. Can you come up with sample interview questions that I may be asked during the interview and how to best answer them?
- Help me draft some talking points about [insert organization name] to prepare for my interview for [insert job posting].
- I have an interview for graduate school. What questions can I ask at the end to show that I am interested?
- I have an interview at [insert organization name]. What type of questions can I ask them at the end that will show them I am interested?
- Help me draft a follow-up email after my interview for the [insert job posting] at [insert organization name].

CONNECT

- What are steps I can take to find a mentor?
- Write a 300 character message for me to connect with someone on LinkedIn or Cane2Cane.
- Using my resume, write me an example of an elevator pitch I can use when connecting with others professionally. [Insert resume.]
- What are some professional associations I can join as [insert major]?
- What type of industry events should I attend to connect with others?
- What action steps can I take to build meaningful relationships at my internship/job site at [insert organization name]?
- List five questions I can ask new connections at a networking event.
- Give me a list of thoughtful questions I can ask recruiters at a career fair to express my interest in their company.
- Provide a sample thank you email I can send after an interview with [insert organization name].
- My professor invited a guest speaker to talk about their career path. How can I maximize this connection and follow up with them via email or LinkedIn to thank them for their time and reconnect?
- What are the top networking, job, and/or social media sites for job seekers in [insert industry or occupation]?
- I am a college student in my [class] year studying [major]. Help me identify strategies to establish and develop a strong personal brand showcasing my expertise and accomplishments in [elaborate].
- What resources and sites can I use to stay up-to-date with industry trends in the [insert industry], allowing me to share insights into the latest trends on professional networking sites like LinkedIn?
- Give me a list of questions I can ask my supervisors and/or colleagues during my first 30 days in a new job or internship.