



Your AI Job Search Playbook

Copy-paste prompts for every stage of the hunt — built for free LLMs

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The Breakfast Club NJ · June 13, 2026

  Take a photo of any slide. Every prompt works on a free account.



How to Use This Deck

Use the Brackets



Every prompt uses [BRACKETS] — replace the bracketed text with your own details before you send it.

Works Everywhere Free



Compatible with Claude, ChatGPT, Perplexity, Gemini, and Copilot — all on free tiers.

Four Categories

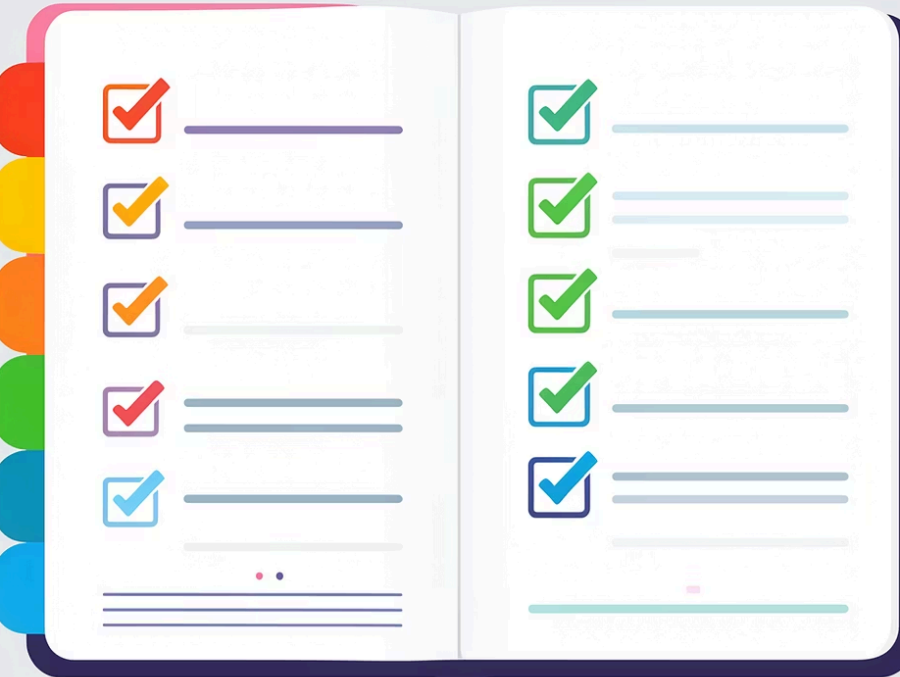


CORE (do these first) · **PRODUCTIVITY** (save hours) ·
OPTIMIZED (sharper results) · **FUN TO TRY** (experiment)

The Golden Rule



AI drafts, **YOU decide**. Never send anything you haven't read and made your own.



First: Build Your "Job Search Project"

Both Claude and ChatGPT let free users create a **Project** — a workspace that remembers your context so you stop re-pasting your resume every time. Upload your resume **ONCE** and every chat already knows it.

How to Set It Up

01

Claude

"Projects" → "Create Project" → name it **"My Job Search."**

02

ChatGPT

"+ New Project" in the sidebar → name it → drag files in.

03

Paste Your Instructions

Copy the prompt below into the project's instructions box.

Your Project Instructions Prompt

"You are my personal job-search coach. My background: [2-SENTENCE SUMMARY]. I'm targeting [ROLE] roles in [INDUSTRY/LOCATION]. My superpowers are [2-3 STRENGTHS]. My resume and any job descriptions I share are the source of truth — never invent experience, numbers, or credentials I don't have. Keep my authentic voice: [PLAIN / WARM / DIRECT]. When you rewrite anything, show me before and after. When I'm anxious, be encouraging but honest."

Stage 1 — Get Clear Before You Apply

CORE

Find Your Direction

"I've worked in [ROLES/INDUSTRIES] for [X] years. I'm strongest at [SKILLS] and tired of [WHAT YOU WANT TO LEAVE BEHIND]. Suggest 8 job titles I'm qualified for that I may not have considered, and for each explain why my background fits and the one gap I'd need to close."

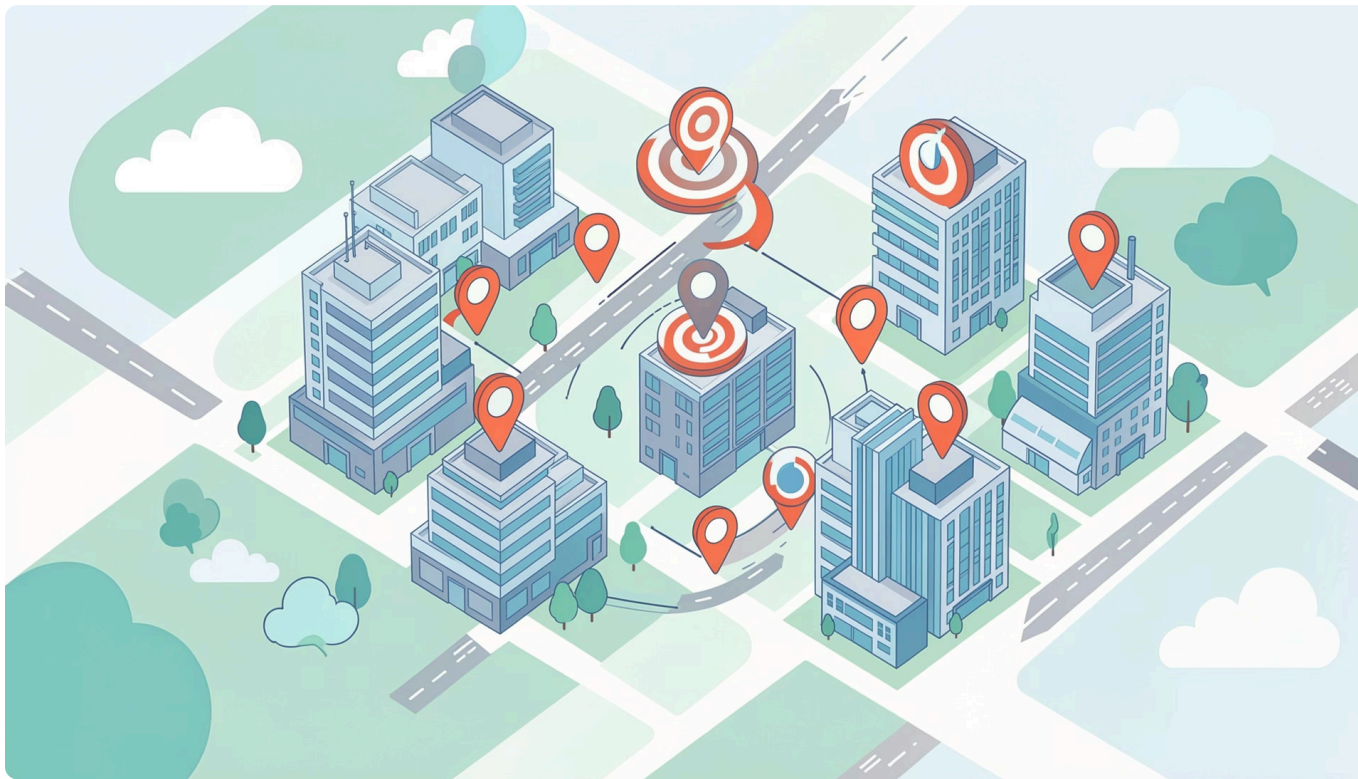
OPTIMIZED

Translate Skills Across Industries

"List the transferable skills from my resume that are in high demand in [TARGET INDUSTRY], using that industry's own language. Then rewrite my one-line professional identity for that industry."



Stage 2 — Target the Right Companies



CORE

Build a Smart Target List

Use Perplexity for live results

"Find 20 companies hiring [ROLE] near [LOCATION / remote] that match these values: [WHAT MATTERS TO YOU]. For each, give one line on what they do and one recent reason they might be hiring."

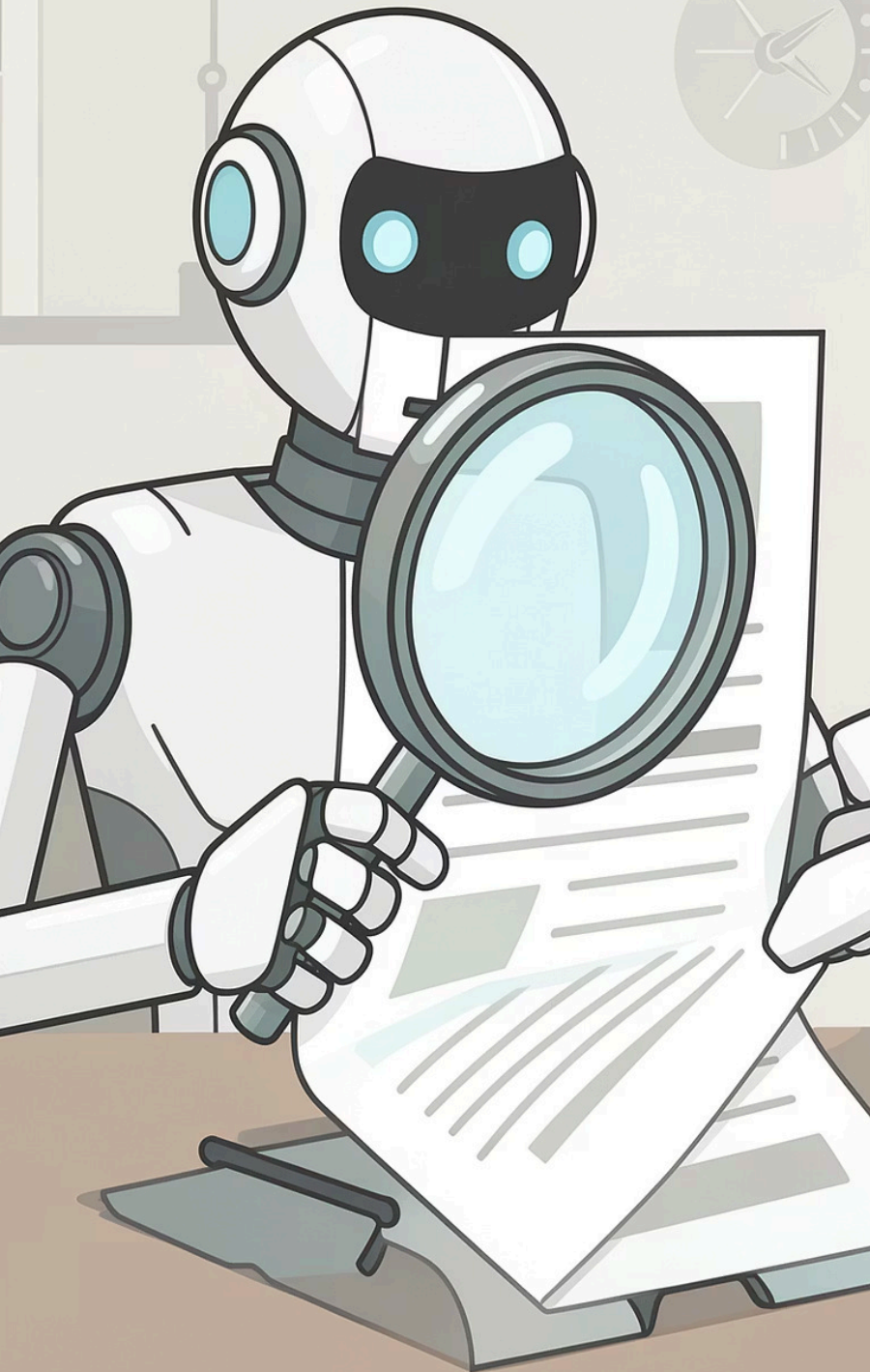
PRODUCTIVITY

3-Minute Company Brief

Before any application or call

"Research [COMPANY] for a job interview. Give me: 1) what they do in plain English, 2) news from the last 90 days, 3) their top 3 business challenges right now, 4) the likely department this [ROLE] sits under, 5) three smart questions I could ask that show I understand their business."

Stage 3 — Beat the ATS (Resume)



CORE

Find the Keyword Gaps

"Here is my resume and a job description. List the top 10 keywords and skills in the JD that my resume is missing or under-emphasizing. Show them as a simple checklist."

OPTIMIZED

Truthful Tailoring

"Rewrite my three weakest resume bullets to include the missing keywords — truthfully, using only my real experience. Use strong verbs and add a number wherever I can quantify. Keep my voice. Do not invent anything."

FUN TO TRY

The 6-Second Test

"Read my resume for exactly 6 seconds' worth of attention. Tell me only what you remember. If it's not my best win, my resume is buried."

Stage 4 — Cover Letters & Applications



PRODUCTIVITY

Cover Letter That Isn't Generic

"Write a 200-word cover letter for [ROLE] at [COMPANY]. Open with their recent [NEWS — from your company brief], not with 'I am writing to apply.' Connect ONE of my real wins to ONE of their challenges. Warm, specific, zero buzzwords. Sign-off: [YOUR NAME]."

OPTIMIZED

Answer the Dreaded Screening Questions

"Here's an application screening question: '[PASTE QUESTION]'. Draft a confident 4-sentence answer using only my real experience, structured as situation then result. Keep it under 90 words."

Stage 5 — Make Your LinkedIn Findable

CORE

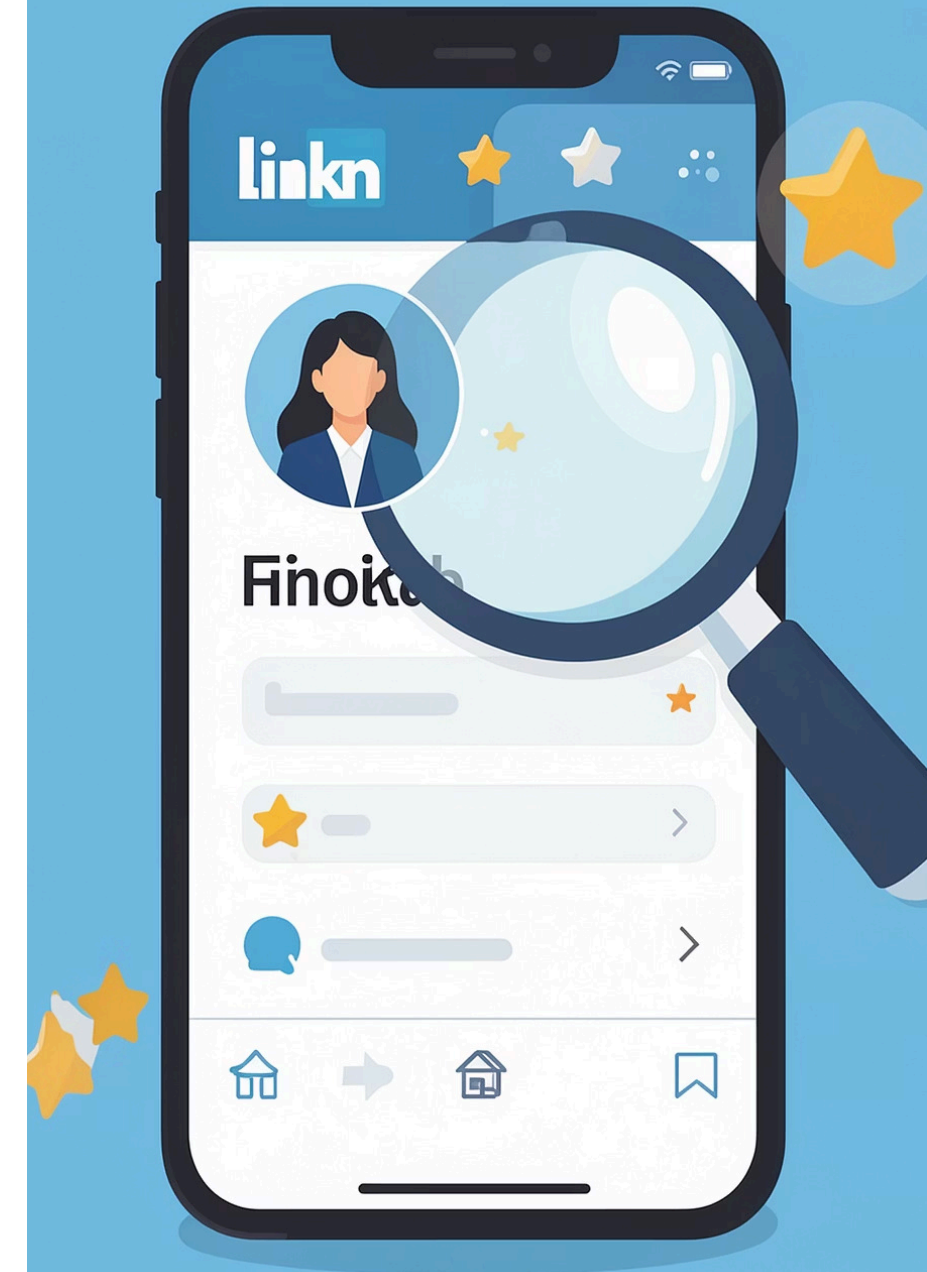
Headline and About Rewrite

"Rewrite my LinkedIn headline (under 220 characters) and my About section (3 short paragraphs) to target [ROLE]. Lead with the value I create, weave in [TOP 5 KEYWORDS] naturally, and end with a clear call to connect. Keep it human, not corporate."

PRODUCTIVITY

Turn a Win Into a Post

"Turn this accomplishment into a short, humble LinkedIn post that shows my expertise in [FIELD]: [DESCRIBE THE WIN]. Conversational, 120 words, one line of takeaway for the reader."



Stage 6 — Network Without the Cringe

CORE

The Outreach Message That Gets Replies

"Draft a 90-word LinkedIn message to [NAME], a [TITLE] at [COMPANY]. Context: I'm a [YOUR ROLE] exploring opportunities there. We share [CONNECTION / GROUP / SCHOOL]. Reference their company's recent [NEWS]. Ask for 15 minutes of ADVICE — not a job. Warm, specific, no flattery."

OPTIMIZED

Re-Light a Cold Connection

"Write a short, no-pressure message to reconnect with [NAME], someone I haven't spoken to in [TIME]. Reference [HOW WE KNOW EACH OTHER]. Make it easy to reply in one line."

FUN TO TRY

Coffee-Chat Question Bank

"Give me 8 great questions to ask in an informational interview with a [TITLE] that make me memorable — none of them 'are you hiring?'"



Stage 7 — Prepare for the Interview

CORE

Predict the Questions



"Based on this job description, list the 12 questions I am most likely to be asked, ranked by probability. Flag the 3 I should over-prepare because they're easy to fumble."

OPTIMIZED

Research-Backed Strategy



"For each of my top 5 likely questions, give me a one-line strategy for what a strong answer must include for THIS role and company — a strategy, not a script."

PRODUCTIVITY

Smart Questions to Ask Them



"Give me 6 questions to ask the interviewer that signal I researched [COMPANY] and I'm evaluating fit, not begging for a job."

Tell Stories That Stick: DIAR

Replace the old STAR method with **DIAR** — it shows your thinking, which is what they're actually hiring.

1

D — Decision / Dilemma

Open with the fork in the road — tension hooks them.

2

I — Insight

What did you see that others missed?

3

A — Action

What you did — concrete and first-person.

4

R — Result

The quantified outcome and what it changed.

 **The DIAR Prompt:**

Stage 8 — Mock Interviews in Text

CORE

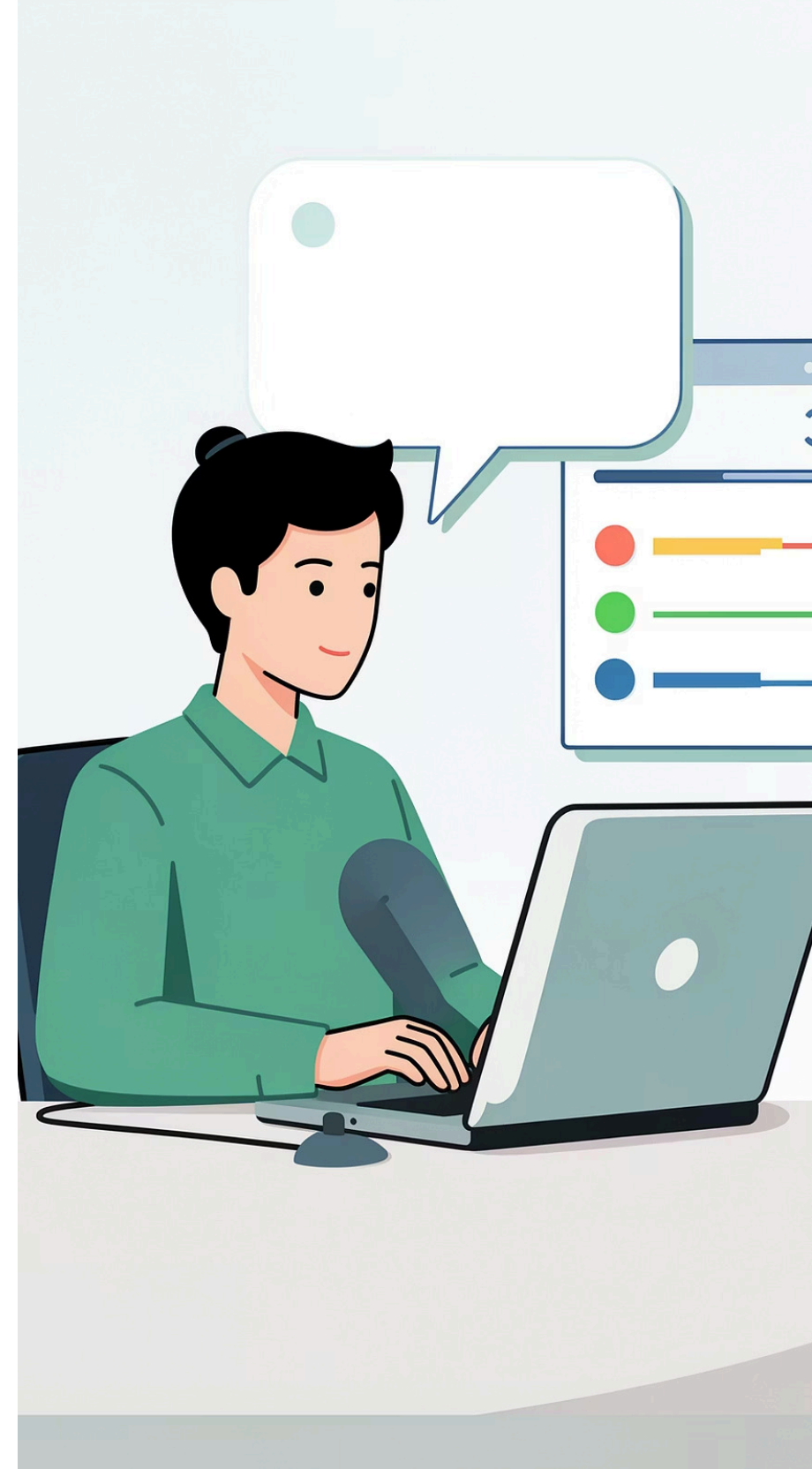
Run a Full Mock Interview

"Act as the hiring manager for this job description. Conduct a mock interview: ask me ONE question at a time, wait for my answer, then give blunt feedback on my answer's structure (DIAR), specificity, and length before the next question. Start with the question I'm most likely to fumble."

OPTIMIZED

Pressure-Test One Answer

"Here's my answer to '[QUESTION]': [PASTE]. Score it 1-10 on structure, specificity, and confidence. Then rewrite it at a 9, keeping my voice."



The Game-Changer: Voice Mock Interviews

The free Claude and ChatGPT mobile apps both have a **VOICE mode**. Use it to rehearse out loud — the way a real interview actually feels.



How to Do It

"You are interviewing me for a [ROLE] position. Ask realistic questions one at a time and wait for my spoken answer. After each, give me 15 seconds of honest coaching — was it structured, specific, the right length? Then ask the next. Start now."

- ✔ When done, say: **"Give me my three biggest patterns to fix before the real interview."** You hear your "ums," your rambling, and your pace — text can't show you that. Do it in the car or on a walk.

01

Open the app and tap the voice / headphone icon.

02

Read or paste the job description in first.

03

Then speak this prompt:



Stage 9 — Salary & Negotiation

CORE

Know Your Number

"I have an offer for [ROLE] in [LOCATION] at [AMOUNT]. Based on public ranges for this role and market, is this competitive? Give me a realistic range and the 3 factors that justify the top of it for my background."

OPTIMIZED

Script the Ask

"Write what I'd say to counter at [TARGET NUMBER] — warm, confident, anchored to the value I bring, leaving the relationship intact. Give me the exact words for the phone call and a shorter email version."

Stage 10 — Close Strong & Bounce Back



PRODUCTIVITY

Thank-You Note Within the Hour

"Write a 4-sentence thank-you email to [INTERVIEWER NAME] after my [ROLE] interview. Reference [SPECIFIC MOMENT], reinforce one reason I'm a fit, keep it warm and brief."



CORE

Turn a Rejection Into Momentum

"I was rejected from [ROLE] after [STAGE]. Write a gracious 3-sentence reply that keeps the door open. Then give me 3 honest things I can improve based on where I dropped off."



FUN TO TRY

30-60-90 Plan for a Final Round

"Build a 30-60-90 day plan for [ROLE] at [COMPANY] I can present in my final interview to prove I already think like an owner."

Cheat Codes: Power Words for Your Prompts

Drop these into any chat to instantly change how the AI responds.



/ghost (before)

Strips robotic "AI voice," returns natural human writing.



/godmode (before)

Maximum depth and comprehensiveness, no shortcuts.



/blindspot (before)

Surfaces risks and what you're missing.



/deepdive (before)

Thorough, layered analysis instead of a quick answer.



L99

"Answer at expert level, no fluff, assume I'm smart."



OODA

Strategic decision lens: Observe, Orient, Decide, Act.



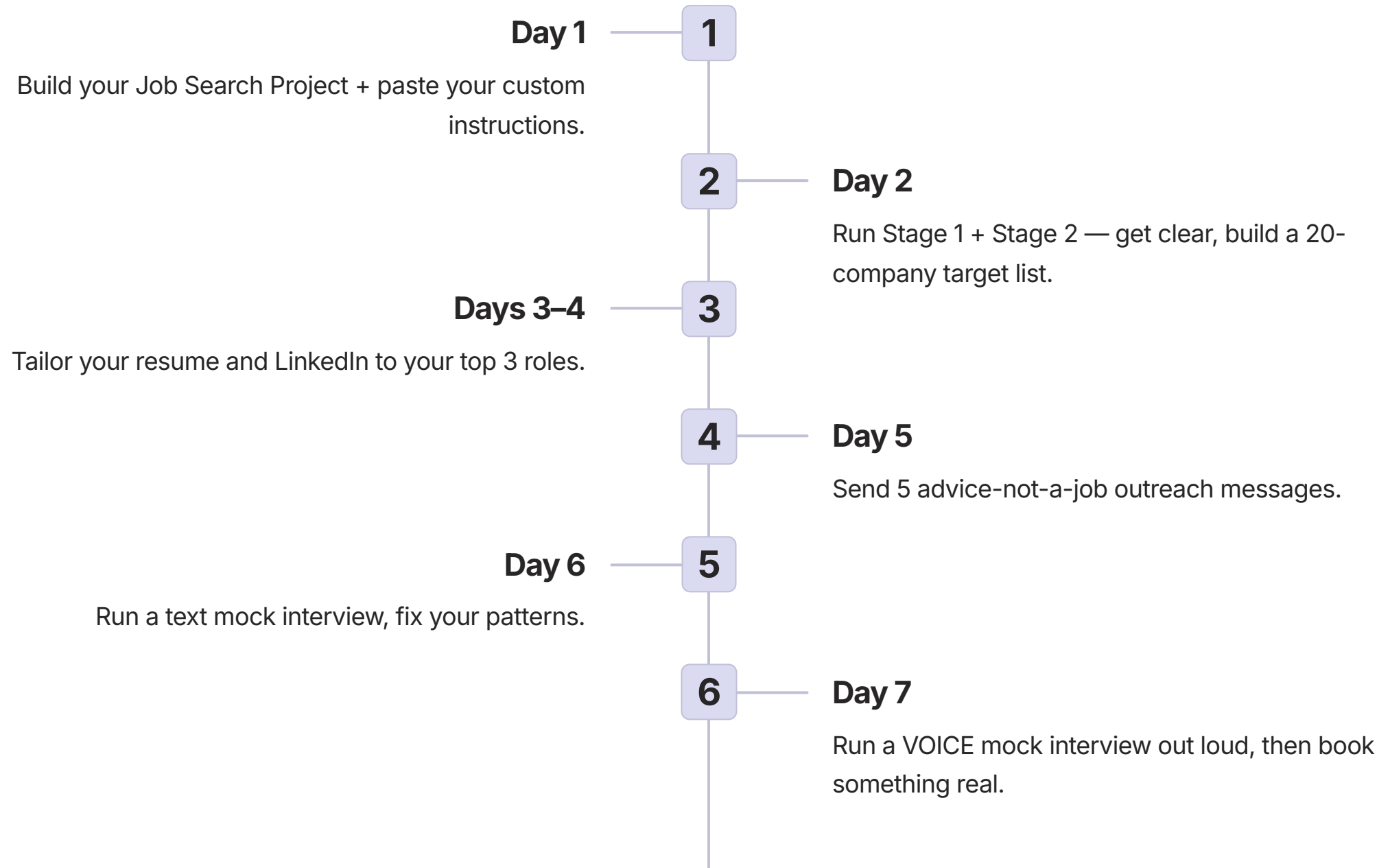
ARTIFACTS (after)

Best for building tools, trackers, and visual outputs.

📄 **More to steal:** "Ask me 5 questions before you answer" · "Give me the 80/20" · "Tighten this by half, keep the meaning" · "Steelman the opposite view" · "What would make this a 10/10?"

Your 7-Day Sprint

One hour a day. Free tools. Seven days.



One hour a day. Free tools. Seven days. That's all it takes to transform your search.

2-Minute Favor: Write Me a LinkedIn Recommendation

If anything today helped you, here's how to pay it forward in the next 5 minutes — it genuinely matters to me and to the next job seeker who finds my work because of you.

- ① **Step 1:** Click here: <https://www.linkedin.com/in/samvelu/>
- Step 2:** Open my profile → scroll to "Recommendations" → click "**Recommend Sam**" (or use the More button → "Recommend").

Not Sure What to Say? Use This Prompt:

"Write a warm, specific 4-sentence LinkedIn recommendation for Sam Velu, who taught a session on using AI for the job search. Mention [ONE THING YOU LEARNED] and [HOW IT WILL HELP YOU]. Sound like me, not a robot."

- ✔ Paste it, edit one line so it's truly yours, and post. Thank you. 🙏

And One More: Leave a 5-Star Amazon Review

The Book: The Smart Job Seeker's Guide to AI: Compete Stronger. Apply faster. Get Hired.

- ① **Step 1:** Click here: https://www.amazon.com/Frank-Kovacs/e/B0H2GV4P2W/ref=zg_bsr_g_154879011_d_sccl_20_bl/000-0000000-0000000
- Step 2:** Scroll to "Write a customer review" → 5 stars → a sentence or two on what stuck with you.

Need Words? Use This Prompt:

"Write a genuine 5-star Amazon review (3-4 sentences) for the book The Smart Job Seeker's Guide to AI: Compete Stronger. Apply faster. Get Hired. I'm a job seeker who [ONE THING THAT HELPED]. Warm and specific, not salesy."

- ☑ Reviews are how the next person finds the book. Thank you for two minutes. ★★★★★

The machines screen. You connect.

AI gets you through the gates. The human you've always gets you the job.

Sam Velu

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