

## AI

# AI job search: resumes and interviews with ChatGPT or Claude

My AI job search workflow: tailor a resume to a role, check readability and prepare for interviews. Includes 21 prompts that work with your actual experience.

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Latest version online: [nex-ai.co/en/guides/ai-job-search-chatgpt-claude/](https://nex-ai.co/en/guides/ai-job-search-chatgpt-claude/)



You can use ChatGPT or Claude to tailor a resume to a job, prepare interview answers and write an application. Start with your resume and the actual job description, check the gaps, then rewrite. A score from the model is an editing assessment. It is not the employer's ATS score or a prediction that you will get the job.

I built this guide from my own experiment with AI in the job search process. I have brought the prompts and workflow together so you can use them with your experience and a role you actually want. This guide does not include a measured interview conversion rate, so I cannot promise that a rewrite will earn an interview.

My recommendation is to start with one job. A resume trying to cover every possible role makes it harder to see what you do well. With a specific job description in front of you, you can check each sentence for relevance, accuracy and whether you could explain it in an interview.

## What to have ready

- Your current resume as a PDF, Word file or plain text.
- One complete job description, including required and preferred qualifications.
- Details missing from the document: projects, scope of responsibility and results you can explain.
- A ChatGPT or Claude account that can accept your file. If uploads are unavailable, paste the text into the conversation.

Use the tool you already feel comfortable with. A free account may be enough for the text prompts, within its limits. Browser actions, connected services and file creation depend on what your account supports. Remove information the editing task does not need, such as government ID numbers or your references' contact details.

Keep the first three steps in one conversation so the rewrite can use the earlier review. If you start a new conversation, attach the job description and latest resume again.

## Step 1: compare your resume with the job

Before asking for better wording, find out what is missing. Sometimes you have relevant experience that the document does not explain. Sometimes you do not meet the requirement. Ask the model to separate those cases so it does not turn a real qualification gap into convincing prose.

### Prompt 1: review the fit

Review the attached resume against the attached job description from the perspective of a recruiter for this role.

Give me:

1. An editing match assessment from 0 to 100, with your reasoning. This is not the employer's ATS score.
2. Five important requirements or keywords missing from the document.
3. For each gap, distinguish experience that is present but poorly described from experience with no evidence in my resume.
4. Three points that could raise questions during a quick read.
5. Which sections are strong or weak, and why.
6. The changes I should make first.

Use only the supplied information. Do not claim to work for this company or know how it ranks applicants. Ask when information is missing. Do not invent experience, skills or achievements.

Read the review alongside the job description. If a missing skill is something you actually use, add a real example. If you do not have it, leave the gap visible and check whether it is a required qualification.

## Step 2: make your experience understandable

"Responsible for processes" leaves the reader to work out what you did. A bullet explaining what changed, how you did it and what happened gives them something to assess. The XYZ structure can help: accomplishment, measure and action. Without a real measurement, use an outcome you can explain rather than an estimated percentage.

### Prompt 2: rewrite the experience section

Rewrite my experience section using the previous review and the facts I supplied.

Rules:

1. Include job-description keywords only when they describe my actual experience.
2. Build bullets around what I accomplished, how it was measured and what I did. Use XYZ where the information supports it, without forcing the formula.
3. Start with a clear action verb. Replace "responsible for" where you can describe the action itself.
4. Use numbers only when I supplied them. Mark missing details [FILL IN] and ask what needs measuring. Do not suggest a plausible-looking number.
5. Keep bullets as short as possible without losing useful information.
6. Put the achievements most relevant to this role first.
7. Do not change dates, titles, responsibility or qualifications.

Show the revised wording and the questions that still need answers.

Illustrative wording, not a result from my experiment: instead of "Managed a team and improved sales," try "Led a team of [actual number] to implement [process], resulting in [documented outcome]." Replace the brackets with facts before submitting. If there is no measured result, explain what was completed and who used it.

## Step 3: check readability and ATS parsing

An ATS is an applicant tracking system. Some systems extract resume details to populate fields. A parsing problem does not automatically mean rejection, and a language model's review is not a test inside the employer's system.

Greenhouse documents possible parsing problems with tables, columns, images and contact details in headers or footers. A simple version with selectable text is a sensible starting point. Check the populated fields after uploading it. [Greenhouse's explanation of unsuccessful resume parsing](#).

### Prompt 3: review the document twice

Review the revised resume against the job in two passes.

First pass: technical readability.

- Which requirements have evidence in the text, and which are still missing?
- Are headings, tables, columns or contact details likely to make information extraction harder?

- If you can only see text rather than the formatted file, say that you cannot check the layout.
- Do not guarantee an ATS pass or 100% compatibility.

Second pass: a hiring manager's read.

- What is clear on a quick read, and what takes effort?
- Which claims need an example or explanation?
- Which bullets could be shortened or moved?
- What would I need to explain in an interview?

Return a final version and a pre-submission checklist. Keep my facts intact and do not fill missing details yourself.

Ask for an editable DOCX and a matching PDF if your account supports file creation. Claude supports Word and PDF creation; see its [official file creation guide](#). In ChatGPT, request the formats available in your conversation. Open both files and copy the PDF text into a blank document to check its reading order. This is a basic readability check, not certification for every ATS.

## Find jobs and prepare applications with an AI agent

The next prompt needs a tool with active browser access. Without that access, use it to prepare drafts and apply manually. Ask for live job links and a date checked. Companies the model remembers are not a list of open positions.

### Prompt 4: search and prepare, then review before submission

Find [JOB TITLE] roles in [LOCATION OR REMOTE] posted in the last [7/14/30] days on LinkedIn or Indeed, depending on the access available to you.

1. Read the full description, check that the listing is active and provide its link and the date checked.
2. Compare required qualifications with my experience. Flag gaps and explain the fit in words. Do not present a score as my chance of getting hired.
3. Choose up to 10 relevant jobs. If there are fewer, do not pad the list with weak matches.
4. For each job, draft a tailored summary, relevant experience bullets and a cover note of no more than three sentences.
5. Before each submission, show me the wording, file and form answers, then wait for my approval.
6. Do not guess answers about work authorization, availability, salary or experience I have not supplied.

Keep a table with company, role, link, gaps, changes and status. Write "submitted" only when the site confirms submission. Otherwise use "draft" or "needs attention".

Claude's browser options include the built-in browser and Claude in Chrome, depending on account availability. The documented preference is Settings > Cowork > Preferred browser. Some accounts are moving to a combined experience without a separate Cowork selection. The built-in browser needs Claude Desktop open and online, so do not assume it will keep working after you close your computer. [Claude's browser instructions](#).

In ChatGPT, choose Work for the multi-step task and check that browser access is available in your account. A connection to a job board may provide information without enabling every application form. Review the application before submission and save the confirmation. [The official ChatGPT Work guide.](#)

## Write a cover letter about the actual role

A useful letter gives the recruiter a reason to keep reading. Choose one or two requirements and connect them to your examples. Do not invent the company's "biggest challenge" when the job description or a reliable source does not support it.

### Prompt 5: a short, specific cover letter

Write a cover letter of no more than 250 words using my resume and the job description in this conversation.

- Open with a requirement or problem explicitly stated in the job description.
- Connect two or three real examples from my experience to what the role needs.
- If a relevant gap exists, state it briefly and explain related experience. Do not hide a missing required qualification.
- Close with a specific reason I am interested in the company, using information I supply or a source you show.
- Use direct language without generic praise or phrases such as "passionate and driven".

Ask before writing the final version if my personal reason or a suitable example is missing.

## Prepare interview answers you can explain

The tool can suggest plausible questions for a role, but it does not know what the interviewer will ask. I recommend treating sample answers as practice material. If you cannot explain a sentence aloud in your own words, it needs more work.

### Prompt 6: research, questions and a mock interview

I have an interview for [ROLE] at [COMPANY] on [DATE]. Use my resume and the job description in this conversation.

1. Prepare a company brief: its activity, business model, competitors and relevant developments. Find current sources, add links and dates, and separate facts from inferences. If search is unavailable, ask me for sources.
2. Suggest 10 plausible technical, behavioral and situational questions. Explain why each fits the role.
3. For each question, outline a 60-90 second answer from experience I supplied. Ask for a story when one is missing; do not invent it.
4. Suggest five questions I could ask about the role and the work.
5. After I review the preparation, run a mock interview with five questions, one at a time. Give feedback on accuracy, clarity and length after each answer.

For behavioral questions, use STAR: Situation, Task, Action, Result. Do not label an answer "perfect".

If voice mode is available, practice aloud too. Separate what you personally did from what your team did. A project, course or volunteer example can be useful when you do not have a relevant workplace story; identify its context.

## Prepare your position before negotiating pay

Salary is one part of an offer. Review bonuses, equity, benefits, hours and location too. A salary figure without a role level, location and date is a weak basis for an exact counter-offer. The tool cannot decide your walk-away point for you.

### Prompt 7: prepare a negotiation

I received an offer for [ROLE AND LEVEL] at [COMPANY AND LOCATION]: [BASE, BONUS, EQUITY AND BENEFITS]. My priorities and alternatives are [DETAILS].

1. Find relevant compensation data with sources, dates, currency, location and role level. Separate base salary from total compensation and explain weak comparisons.
2. Suggest a reasoned request if there is enough information. Otherwise explain what is missing instead of inventing a number.
3. Draft a direct email expressing interest and requesting a clear change.
4. Prepare wording for a call, including a response when base pay is fixed but other terms can be discussed.
5. Help me compare the offer with my alternatives and the minimum I define. Do not decide whether I should accept or decline.

Do not send anything. Show the draft for review.

If expectations come up early, you could ask, "What range has been budgeted for the role, and what does the package include?" Choose wording that fits the conversation. No single script fits every employer.

## Update LinkedIn in your own voice

Your resume and profile should tell a consistent story. The profile can sound more personal, but dates, roles and achievements should agree. Use terminology from your target jobs when it accurately describes your work.

### Prompt 8: headline, About and experience

Draft a LinkedIn profile update for [TARGET ROLE] using my resume and the job descriptions in this conversation.

- Three short headlines describing my actual work and specialty.
- An About section of up to three short paragraphs with a real example and the roles or conversations I want.
- Experience bullets in a slightly more personal voice, using facts I have approved.
- Five relevant skills, with reasons for their priority. Do not promise search rankings.
- Two or three projects or work samples for Featured, only if they exist and can be shared.

Do not invent achievements or go beyond my information. Flag wording that needs my approval. Check field limits in the interface before use.

## Follow up with a reason to reply

Timing should reflect what was agreed. If the interviewer said to expect an update in two weeks, a reminder after three days may be premature. Save a detail from the interview you can refer to instead of sending a generic message about an "exciting opportunity".

### Prompt 9: three follow-up drafts

Write three follow-up emails for [ROLE] at [COMPANY]. Contact details, conversation notes and the agreed timeline are [DETAILS].

1. After applying: under 60 words, with one job requirement and a brief example of my fit. Suggest timing based on the listing's instructions.
2. After interviewing: under 100 words, with a personal thank-you and a topic we actually discussed. Prepare it for possible delivery within a day.
3. After the agreed update date has passed: under 80 words, asking for an update and making it easy to explain a delay. If no date was agreed, suggest roughly a week as a starting point, not a fixed rule.

Do not invent names, conversations or links. If a source or work sample would help, ask me which one. Return drafts only.

## 12 shorter prompts for individual tasks

These versions are for one task at a time. Attach the resume, job description or other relevant context before using each prompt. The same rule applies throughout: use supplied facts, flag gaps and never fill in experience.

### Prompt 10: a quick match review

Compare my resume with the job description. Give an editing assessment from 0 to 100 with reasons, and five important requirements without evidence in the document. Separate missing experience from poorly described experience. Do not present this as an actual ATS score.

### Prompt 11: clearer experience bullets

Rewrite the relevant experience bullets around accomplishment, measure and action. Use only facts and numbers I supplied. Ask for missing measurements or describe a qualitative result without inventing one. Include keywords only when they accurately describe my experience.

### **Prompt 12: check the document format**

Check my resume file for possible text-extraction problems: columns, tables, headers, images and reading order. Say if you cannot see the layout. Suggest fixes and a manual check after uploading. Do not guarantee compatibility with every ATS.

### **Prompt 13: three difficult technical questions**

Suggest three challenging technical questions relevant to this role. Ask one at a time and wait for my answer. Give feedback and build an improved outline using my actual experience. Do not invent knowledge I do not have or claim these are the interviewer's exact questions.

### **Prompt 14: a short cover letter**

Write a cover letter under 250 words. Connect the job requirements with two or three real examples from my experience. Use the personal reason I supply for choosing this company. Ask when information is missing. Avoid lines that could describe any applicant.

### **Prompt 15: a profile headline**

Suggest five short LinkedIn headlines for [TARGET ROLE]. Use terms from the attached job descriptions only when they describe my experience. Each headline should explain my work and specialty without promises or invented achievements.

### **Prompt 16: a personal About section**

Write a LinkedIn About section under 200 words from my experience. Connect my work to a real example and end with the opportunities I want. Ask for a sample of my writing if you do not have one.

### **Prompt 17: behavioral answers with STAR**

Suggest five behavioral questions based on the job. Ask me for a suitable story for each, then help organize it into Situation, Task, Action and Result. Separate my contribution from the team's work. Do not supply missing results yourself.

### **Prompt 18: understand a compensation offer**

Compare the attached offer with relevant data for the role, level and location. Show sources and dates, and separate base from total compensation. Draft a reasoned request and email if the evidence is sufficient. Otherwise list what needs checking.

### **Prompt 19: thank the interviewer**

Write a thank-you email under 150 words using the interview details I provide. Mention a real discussion topic and a relevant example from my experience. Close with the agreed next step. Do not invent a conversation, name or commitment.

### **Prompt 20: find companies with live openings**

Find up to 20 companies with active [ROLE] openings in [LOCATION OR REMOTE]. Give a listing, date checked and reason for fit for each. Separate verified openings from companies worth researching. Say if current search is unavailable or fewer results exist.

### **Prompt 21: research a company before an interview**

Prepare a brief on [COMPANY] before an interview for [ROLE]: its activity, relevant news, evidence about working there and three questions I could ask. Show sources and dates. Separate official information, opinions and inferences. Do not invent a company challenge.

## **Questions that come up during the process**

### **Can I write a resume in Hebrew with ChatGPT or Claude?**

You can request Hebrew wording. Specify the job's language and the language you want for the document. Check text direction, dates and mixed English terms after creating the file. If the listing asks for an English resume, prepare an English version.

### **What if I have no achievement metrics?**

Describe an outcome you can explain: a completed process, an implemented system or responsibility you took on. Look for real numbers in your records if available. Do not add a percentage just because it sounds plausible. Remove every placeholder before applying.

### **Does a high match score mean I will get an interview?**

No. The assessment depends on the prompt, your inputs and the model's response. It may help you prioritize edits, but it does not represent all the employer's criteria, the competition or the selection process. Check required qualifications even when the score is high.

## Do I need both ChatGPT and Claude?

You can complete the workflow with one tool, verify its output against your sources and request another read when something is unclear. These prompts are not a comparative test proving that one tool is better.

## Before submitting an application

- Every date, skill and number is accurate.
- You can explain every bullet in an interview.
- No placeholders or unintended text remain.
- The PDF is readable and contact details are in the document body.
- You checked the uploaded file and the fields populated in the form.
- You saved the listing, the submitted version and the confirmation.

Start with the review for one role. Once you confirm the facts, move on to rewriting and checking. When an interview arrives, return to those examples and practice explaining them aloud.

For more wording you can use: [the ChatGPT command library](#). For your professional content: [the LinkedIn Skills guide](#).

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For updates, one-click prompt copying and more resources, visit the guide online.