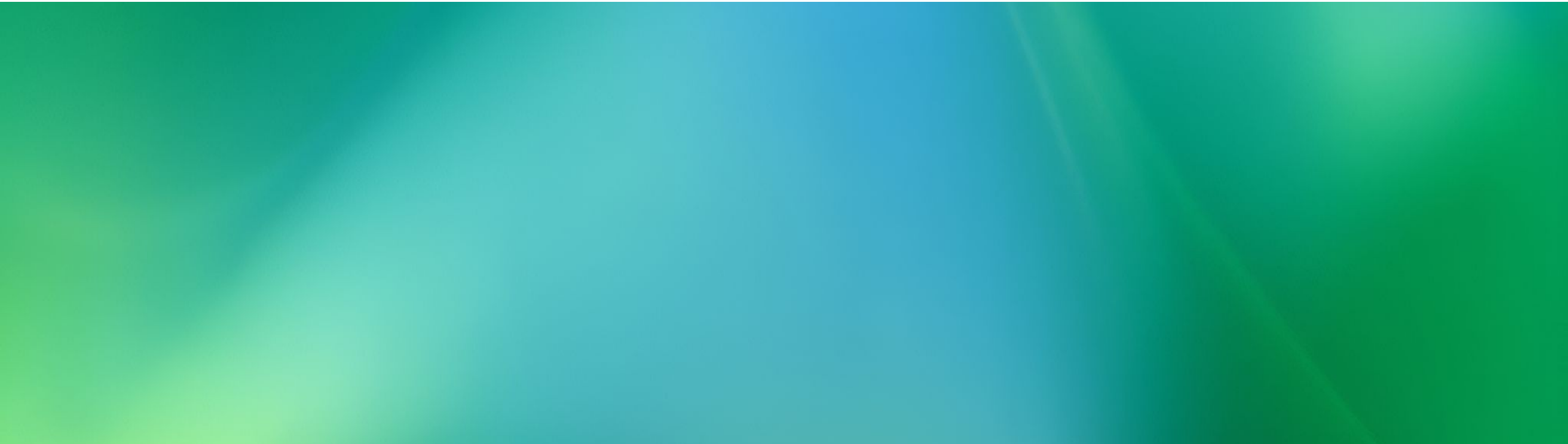


ChatGPT for Career Readiness



What is prompting?

Prompting is the process of **giving instructions, context, or inputs** to guide a language model's responses.

In other words, it's providing all the information of what you have and what you need to a blank canvas.

What is prompting?

Prompting is the practice of giving instructions or inputs to a large language model (LLM) like ChatGPT to guide its response. A *prompt* can be as simple as a question or as complex as a multi-step scenario with constraints, goals, and examples. The way you structure a prompt has a significant impact on the quality, relevance, and accuracy of the output.

🔍 What Is Prompting?

At its core, prompting is how you *communicate* with an LLM to get the result you want. It's similar to writing a query or giving directions:

- **Simple prompt:** "Summarize this article."
- **Detailed prompt:** "Act as a legal analyst. Summarize the key privacy concerns in the following article in bullet points, with citations."

Prompts can be phrased in natural language and don't require programming knowledge, which makes them powerful tools for non-technical users.

Anatomy of a great prompt

Task

What should ChatGPT do?

Suggest 5 ways to prepare for an interview for a program coordinator role this week.

Context

What should ChatGPT know?

I'm a military-connected job seeker in [city].

Target role:

Inputs: resume, job posting, experience, constraints

Timeline:

Output

What should the output look like?

Output: likely interview questions, STAR story prompts, and a 7-day practice plan.

Okay

Task

Help me prepare for an interview.



Better

Task + context

Help me prepare for an interview. I'm a job seeker targeting program coordinator roles, and I want to translate my logistics experience into civilian language.



Best

Task + context + output

Help me prepare for an interview. I'm a job seeker targeting program coordinator roles, and I want to translate my logistics experience into civilian language. Help me write (1) likely interview questions, (2) STAR story prompts, and (3) a 7-day practice plan. Keep it realistic and confidence-building.



What about hallucinations?

Sometimes AI will give confident answers that are incorrect or made up — especially when the question is vague or missing context.

Remember:

ChatGPT is a powerful partner, but human judgment remains essential.

How to minimize errors:

- Ask for sources or to cite what it used (especially with web search)
- Clarify and break down complex questions
- Provide specific details and desired format
- Use Search or Deep Research for up-to-date answers

Responsible use of AI



Use the right info

Use real personal or career context when it helps, but avoid sensitive personal data (SSNs, bank details, medical info).



Know your data controls

You're in control of what data you share. We'll show you where to check and change this in ChatGPT.



Keep a human in the loop

Use AI for drafts and options. You make the final call for important decisions.



Watch for blind spots

Ask for assumptions, alternatives, and what it might be missing.

Tactics to takeaway

Name the job or task	What you want done
Add the context	Audience, constraints, examples
Define “done”	Output format + what must be included
Add rules	What not to do + ask questions before guessing
Iterate	Shorter / more specific / 3 options
Save it	Keep the best version so you can run it again

If you're not sure what to ask,
try this:

I'm trying to get help with _____.

Here's my prompt so far _____.

What details should I add to my prompt to get a more
useful result?



Career positioning kit

A repeatable way to turn experience and target roles into reusable career-readiness materials.

Input

- Your experience + goals
- Target role/pathway
- Timeline + constraints

Output

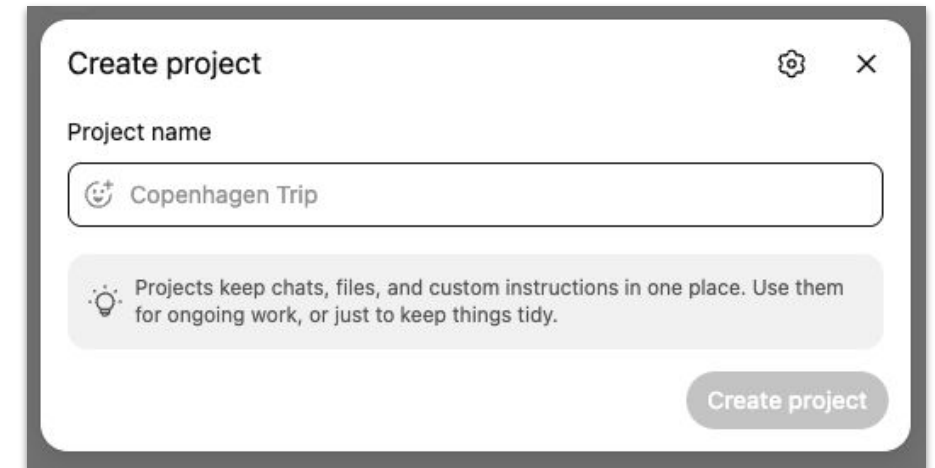
- Capability map
- Role direction
- Resume bullets
- Networking message
- 7-day action plan

Tool: Projects

Organize your career materials so your experience, goals, and drafts stay consistent and easy to reuse.

How to use it

1. Create a New Project
“Career Readiness Kit”
2. Add reference files
Resume, job postings, notes, service history, training goals, etc.
3. Add instructions
Tone, do/don’t, etc.



Starter prompt

Task

Context

Output

Build a career positioning kit for this goal.

Background: [experience, skills, service/civilian examples]

Target role/pathway: [role, industry, location]

Constraints: [timeline, location, must-haves]

Respond with:

1. Capability map
2. 3 target role options
3. Resume bullet options
4. Networking message
5. 7-day action plan
6. Interview practice prompt

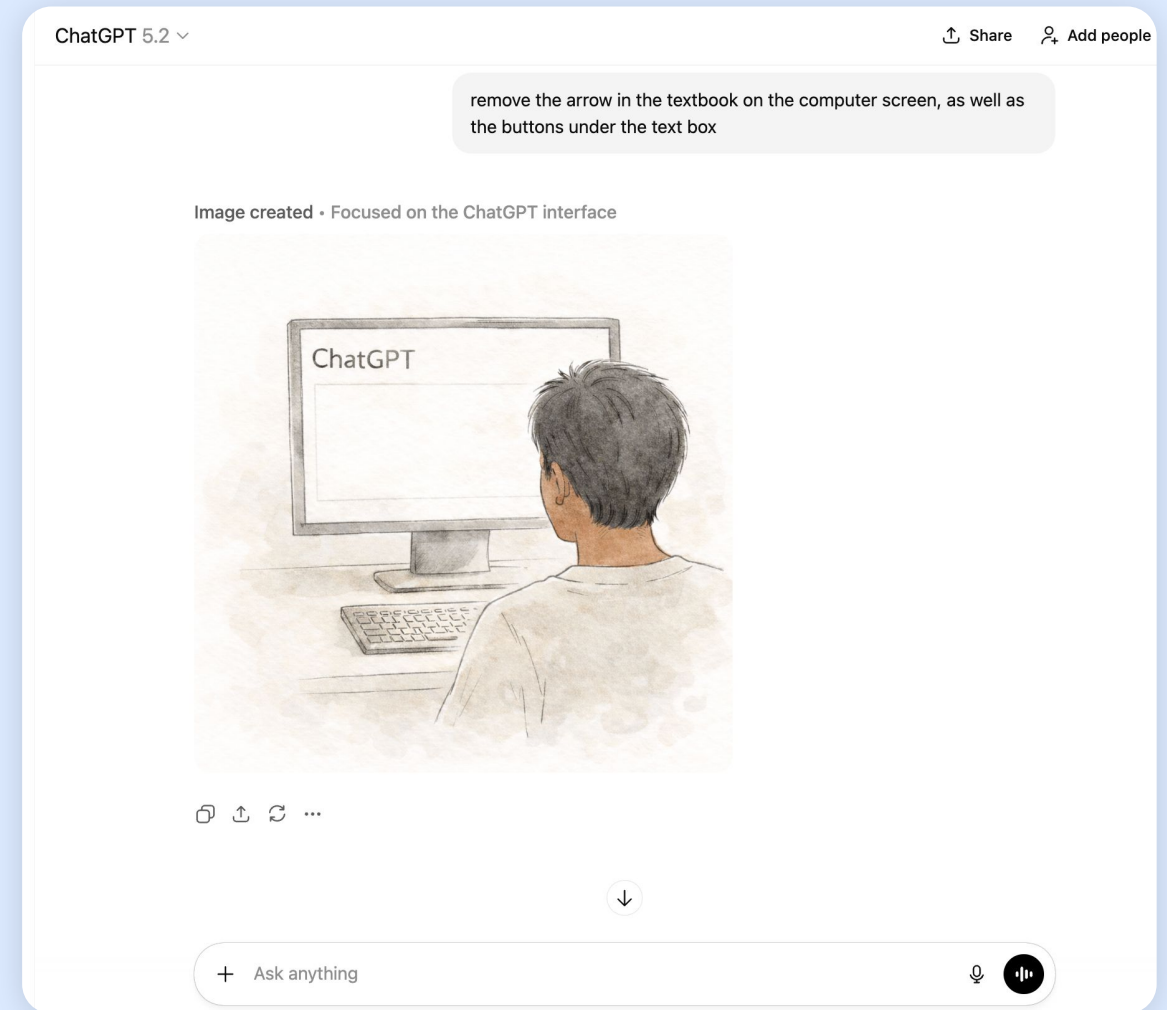


Tool: Voice mode

Practice interview answers out loud and get coaching without starting from a blank page.

How to use it

1. Start with a role, question type, and tone
2. Practice 1-2 answers
3. Refine
Clarity, confidence, examples, timing



Career positioning kit

1. Create a project & add instructions
2. In one chat, run the starter prompt to create your capability map and target-role options.
3. In a second chat, paste a job posting and ask for match gaps and interview questions.
 - a. “Turn this job posting into interview practice...”
 - b. Then do one improvement: add evidence, ask for clearer wording, or practice with Voice mode.

Power-ups

Finished early? Try going up a level.

- Translate military experience with this prompt ↗
- Practice an interview with Voice mode ↗
- Refresh role research with Web Search ↗

Job posting + resume → interview plan

Turn a job posting, resume, and notes about your experience into match themes, gaps, and practice steps.

Input

- Role requirements and keywords
- Resume bullets, service examples, training notes

Output

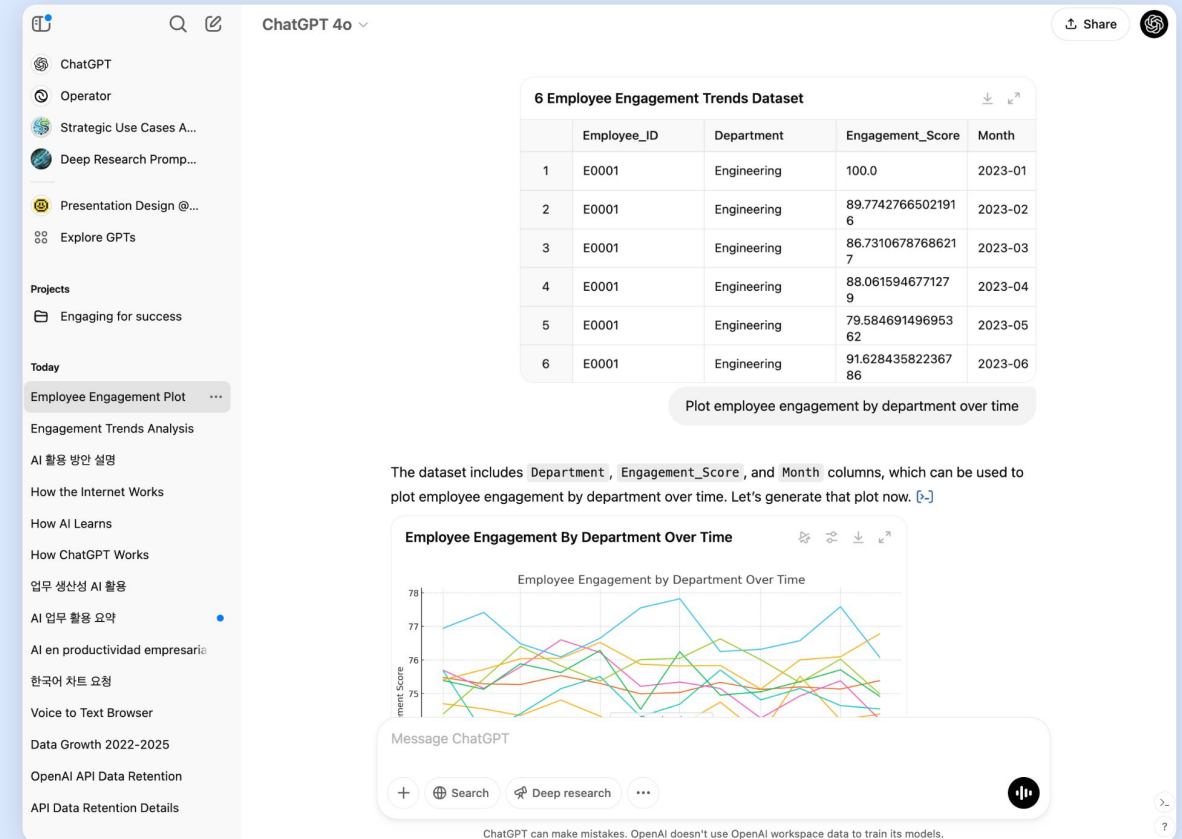
- Top match themes (with evidence)
- Top 3 gaps to close
- Interview questions + STAR story prompts
- A 7-day prep checklist

Tool: File analysis

Compare a resume or notes against a job posting without manually rewriting everything.

How to use it

1. Upload or paste a resume and job posting
2. Ask for a role-match summary
3. Ask for gaps, unclear bullets, and stronger evidence
4. Give 3 next actions



Job posting + resume → interview plan

1. Upload or paste a job posting and your resume/notes.
2. Ask for:
 - a. Top match themes (with evidence)
 - b. Top 3 gaps you can work on this week
 - c. 5 interview questions with STAR story prompts
 - d. A 7-day career-readiness checklist

Power-ups

Finished early? Try going up a level.

- Get sourced context with Deep Research ↗
- Pull live inputs from Google Drive / SharePoint ↗

Build a recipe

01	What are you trying to get done?	Who + when + what 'good' looks like
02	What context should it use?	Your notes, resumes, examples, files
03	What should the output look like?	Format, length, tone
04	What should it never do?	Do/don't, when to ask you
05	How will you test it?	5 test prompts / tasks

What are you trying to get done?

Step 01

My assistant helps me turn experience and job goals into focused career-readiness materials.

What context should it use?

Step 02

What content/assets will the user paste/upload each time?

What steps should the assistant follow to produce the output?

What questions should it ask when key info is missing?

What should the output look like?

Step 03

Be explicit about structure, length, and tone.

Return resume bullets + interview questions + a 7-day action plan.



Return a table: Skill | Evidence | Target role | Gap | Next step.



Always include a quick 'human check' checklist.



What should it never do?

Guardrails & quality

Step 04

-
- ☐ **Accuracy** Don't invent facts; ask clarifying questions
 - ☐ **Safety** Don't include personal customer data
 - ☐ **Style** Practical, concise, no hype
 - ☐ **Human check** What must be verified before sending?
-

Test for reliability

Mark each pass/fail
& fix what breaks

Step 05

☐

Normal case 1

☐

Normal case 2

What you expect
most often

☐

Normal case 3

☐

Edge case

Weird but possible

☐

Missing info case

Forces it to ask questions
