

STUDENTS, PLEASE NOTE: If you use the suggested ChatGPT prompts shown below, you assume all risk related to these limitations listed on the <https://chat.openai.com/chat> home page:

- (1) May occasionally generate incorrect information
- (2) May occasionally produce harmful instructions or biased content
- (3) Limited knowledge of world and events after 2021 ←note this especially for any data-related searches such as salaries or industry outlook!



Expert Career Development Prompts for ChatGPT



Jason Schwass
Senior Director of Student Success at University of Scranton

4 articles [+ Follow](#)

March 23, 2023

In today's fast-paced world, career development is crucial for success. Whether you are a recent graduate or an experienced professional, staying up-to-date with the latest trends and techniques is essential for staying competitive in the job market. ChatGPT is a powerful language model that can help you take your career to the next level. In this article, we'll explore some of the most useful ChatGPT prompts for career development.

Continued....

STUDENTS, PLEASE NOTE: If you use the suggested ChatGPT prompts shown below, you assume all risk related to these limitations listed on the <https://chat.openai.com/chat> home page:

- (1) May occasionally generate incorrect information
- (2) May occasionally produce harmful instructions or biased content
- (3) Limited knowledge of world and events after 2021 ←*note this especially for any data-related searches such as salaries or industry outlook!*

Career Exploration

- What is the typical career path of a (profession)? For example, what is the typical career path of an investment banker?
- What is the average starting salary for _____ majors? For example, what is the average starting salary for a social media coordinator?
- What are some entry-level positions for _____ majors? For example, what are some entry-level positions for data analytics majors?
- What are some entry-level positions in the _____ industry? For example, what are some entry-level positions in the fashion industry?
- What careers blend interest _____ and interest _____? For example, what careers blend political science and human rights activism?
- I want you to act as a career counselor. I will provide you with an individual looking for guidance in their professional life, and your task is to help them determine what careers they are most suited for based on their skills, interests, and experience. You should also conduct research into the various options available, explain the job market trends in different industries, and advice on which qualifications would be beneficial for pursuing particular fields. My first request is "I want to advise someone who wants to pursue a potential career in data analytics."

Company Research & Interview Prep

- What is the company culture like? For example, what is Spotify's company culture like?
- Describe the different divisions within (company). For example, describe the different divisions within JP Morgan.
- What are some questions to ask the interviewer at the end of an interview?
- What are some _____ industry trends? For example, what are some music industry trends?
- I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the (position) at (company). I want you to only reply as the interviewer. Do not write all the conversation at once. I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers. My first sentence is "Hi"

Resumes

- Write resume bullet points for a (position) at (company). For example, write resume bullet points for a barista at Starbucks.
- Improve the following resume bullet point. For example, improve the following bullet point: Responsible for front desk activities.

STUDENTS, PLEASE NOTE: If you use the suggested ChatGPT prompts shown below, you assume all risk related to these limitations listed on the <https://chat.openai.com/chat> home page:

- (1) May occasionally generate incorrect information
- (2) May occasionally produce harmful instructions or biased content
- (3) Limited knowledge of world and events after 2021 ←*note this especially for any data-related searches such as salaries or industry outlook!*

Professional Correspondence

- Write a cover letter for a (major) student applying for a (type) internship at (company). Highlight that the student has the following skills. For example, write a cover letter for a junior accounting major applying for an audit internship at PwC. Highlight that the student is bi-lingual, has advanced excel skills, and is the captain of the women's soccer team.
- Write a thank you email to an interviewer. Reference (something you discussed), For example, write a thank you email to an interviewer. Reference our shared love of the Philadelphia 76ers.

Networking

- Write a brief LinkedIn summary for a (major) student with the following skills and experience. For example, write a LinkedIn summary for an operations management major who's skilled in SAP and data analytics and has had a supply chain internship.
- Write an introduction email from a (major) student to an alumnus and request a phone or zoom call. For example, write an introduction email from a business administration major to an alumnus and request a phone or zoom call.
- Suggest some questions for an informational interview with a (position) at (company). For example, suggest some questions for an informational interview with a managing director at BlackRock.

ChatGPT can be an invaluable resource for anyone looking to advance their career. By asking the right questions, you can gain insights into your chosen field, learn about industry trends, and identify potential job opportunities. Whether you're preparing for an interview, seeking advice from a mentor, or simply looking to stay informed, ChatGPT is a powerful tool that can help you achieve your career goals.