

AI FOR CAREER AND PRODUCTIVITY

The AI Prompts Pack

Ready-to-use prompts that help mid to senior professionals apply stronger, interview with confidence, and save real time at work.

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A free resource from lhcvolutions.com

START HERE

How to use this pack

Each prompt below is written to be copied straight into your AI assistant of choice, such as ChatGPT, Claude or Microsoft Copilot. Anywhere you see text in [square brackets], replace it with your own details.

Treat the first answer as a first draft, never the finished article. Ask follow-up questions, request a different tone, or tell the tool what to change. The more context you give it, the better the result.

A quick word on using AI responsibly

Keep confidential or personal data out of public AI tools unless your organisation has approved them. Always sense-check facts, figures and names before you rely on anything. AI is a brilliant thinking partner, but the judgement, and the final word, stays with you.

SECTION ONE

Job search and strategy

1. Clarify your direction

Act as an experienced career coach. I am a [role] with [X] years in [sector]. My strengths are [list]. I enjoy [list] and want to move away from [list]. Suggest five realistic role directions that fit, the main trade-off of each, and one first step to explore each option.

Tip: Reply with the option that appeals most and ask it to build a 30-day exploration plan.

2. Decode a job advert

Here is a job description: [paste]. List the six most important requirements, the priorities that sit behind the wording, and the specific evidence I would need to prove each one at interview.

Tip: Use the evidence list to decide which examples to prepare and put on your CV.

3. Research a target employer

I am applying to [company] for a [role]. Give me a short brief on what they do, any recent news or direction, the likely priorities for this role, and five intelligent questions I could ask that show genuine insight.

Tip: Verify anything time-sensitive against the company's own website before you use it.

SECTION TWO

CV and applications

4. Turn duties into achievements

Rewrite these CV bullet points to be achievement-led, using strong verbs and quantified results where possible. Keep them concise and truthful, and do not invent numbers. Here are my bullets: [paste].

Tip: If you are not sure of a figure, add a note in brackets and confirm it before sending.

5. Tailor your CV to a role

Here is my professional summary: [paste]. Here is the job description: [paste]. Rewrite my summary so it speaks directly to this role and its priorities, in my own voice, without adding anything that is not already true.

Tip: Do this for every application. A tailored summary beats a generic one every time.

6. Draft a covering letter

Write a first draft of a covering letter for [role] at [company], based on my CV [paste] and this advert [paste]. Warm and professional tone, no cliches or filler, under 300 words. End with a confident closing line.

Tip: Always rewrite the opening in your own words so it sounds unmistakably like you.

SECTION THREE

LinkedIn and personal brand

7. Headline options

Write five LinkedIn headline options for a [role] who wants to be found by recruiters for [target roles or skills]. Keyword-rich so I appear in searches, but human and not salesy.

Tip: Pick one, then tweak it so it sounds like something you would actually say.

8. Rewrite your About section

Draft a LinkedIn About section in the first person for a [role] with [experience]. Confident but warm. Cover what I do, who I help, the value I bring, and a closing line on what I am looking for next.

Tip: Read it aloud. If a sentence feels like a brochure, ask for a plainer version.

9. Generate content ideas

Give me ten LinkedIn post ideas for a [role] who wants to build authority in [topic]. Mix practical tips, short personal stories and thoughtful questions. Keep each idea to one line.

Tip: Choose one idea a week. Consistency matters more than perfection.

SECTION FOUR

Interviews

10. Run a mock interview

Act as the interviewer for a [role] at [company]. Ask me eight realistic questions, one at a time. Wait for my answer, give brief, honest feedback, then ask the next question.

Tip: Answer out loud as if it were real. It builds fluency, not just notes.

11. Build a STAR answer

Help me structure a STAR answer (Situation, Task, Action, Result) for the question "[question]". Here are the rough facts: [paste]. Keep it concise, results-focused and easy to say naturally.

Tip: Save your best answers as a reusable story bank for future interviews.

12. Handle a tricky question

I have been asked "[difficult question, for example why did you leave your last role]". Suggest three honest, confident ways to answer that stay positive and do not over-explain.

Tip: Choose the version that feels most like the truth for you, then practise it.

SECTION FIVE

Everyday productivity at work

13. Triage your inbox

Here are several emails: [paste]. Summarise each in one line, flag which need a reply today, and draft short, professional replies for the three most important.

Tip: Always read the drafted replies before sending. You are still the author.

14. Prepare a meeting

Turn these rough notes into a clear agenda with timings and a desired outcome for each item, for a [length] meeting: [paste].

Tip: Send the agenda in advance. It quietly makes you look organised.

15. Summarise a long document

Summarise this document for a busy [role]: the five key points, any risks or gaps, and three recommended actions. Here it is: [paste].

Tip: Ask for the summary as bullet points you could paste straight into an email.

16. Fix the tone of a message

Rewrite this message to be clear, warm and professional, keeping it brief and removing any defensiveness: [paste].

Tip: Handy for the emails you would rather not send while annoyed.

17. Plan a realistic week

Here is my to-do list and my calendar for the week: [paste]. Help me prioritise using impact and effort, protect time for the important work, and suggest a realistic daily plan.

Tip: Leave gaps. A plan with no slack is a plan that breaks by Tuesday.

Want to go further?

If you would like help putting these into practice, I offer one-to-one AI productivity training and practical career coaching for professionals and teams.

Book a free 20-minute discovery call at lhcvolutions.com