

Sample Prompt

CHAPTER-06

Professional work-related solutions from DeepSeek

03 Write A Covering Letter and Resume

By following these tips, you can generate highly effective prompts for crafting the perfect cover letter and resume for any job application.

Tips for Creating Effective Prompts for Cover Letters & Resumes

1. **Be Specific** – Include job titles, industries, and key skills.

"Write a cover letter."(wrong)

"Write a cover letter for a Digital Marketing Manager role at a tech startup." (right)

2. **Mention the Target Audience** – Specify if it's for ATS, hiring managers, or recruiters.

"Generate an ATS-optimized resume for a Data Scientist." (right)

3. **Include Experience Level** – Entry-level, mid-career, or executive.

"Draft a resume for a senior project manager with 10+ years of experience." (right)

4. **Add Personalization** – Referrals, career gaps, or relocation reasons.

"Write a cover letter explaining a 2-year career break for family reasons." (right)

5. **Optimize for AI & ATS** – Request keyword optimization.

"Generate a resume with keywords for a Software Engineer role." (right)

6. **Use Action-Oriented Language** – Ask for "generate," "optimize," "tailor," etc.

"Create a tailored cover letter for this job description: [Paste JD]." (right)

7. **Request Different Formats** – Infographic, Europass, LinkedIn, etc.

"Design a creative resume for a Graphic Designer." (right)

8. **Ask for Follow-Up Content** – Thank-you emails, negotiation scripts.

"Write a professional follow-up email after an interview." (right)

Top 100 Sample Prompts for Writing a Cover Letter and Resume

General Cover Letter Prompts

1. "Write a professional cover letter for a [Job Title] position at [Company Name]."
2. "Generate a persuasive cover letter highlighting my experience in [Industry]."
3. "Create a cover letter for a career change from [Current Role] to [Desired Role]."
4. "Draft a cover letter for an entry-level [Job Title] position with no prior experience."
5. "Write a cover letter for a remote job application at [Company]."
6. "Generate a cover letter for a recent graduate applying to [Industry]."
7. "Create a compelling cover letter for a senior-level executive role."
8. "Draft a cover letter for a freelance [Job Title] position."
9. "Write a cover letter for an internal promotion within [Company Name]."
10. "Generate a cover letter tailored to a job posting from [Job Board/Company Website]."

Industry-Specific Cover Letter Prompts

11. "Write a cover letter for a software engineer applying to [Tech Company]."
12. "Generate a cover letter for a marketing manager role in the fashion industry."
13. "Create a cover letter for a healthcare professional applying to a hospital."
14. "Draft a cover letter for a finance analyst position at an investment bank."
15. "Write a cover letter for a teacher applying to a private school."
16. "Generate a cover letter for a sales executive in the real estate sector."
17. "Create a cover letter for a graphic designer with a creative portfolio."
18. "Draft a cover letter for an HR manager role at a multinational company."
19. "Write a cover letter for a nonprofit job in community development."
20. "Generate a cover letter for an engineering role in the automotive industry."

Resume Writing Prompts

21. "Write a professional resume for a [Job Title] with [X] years of experience."
22. "Generate a resume for a recent college graduate with a degree in [Field]."
23. "Create an ATS-friendly resume for a [Job Title] position."
24. "Draft a one-page resume for a mid-career professional in [Industry]."
25. "Write a resume for a career changer transitioning from [Old Role] to [New Role]."
26. "Generate a resume optimized for LinkedIn and online job applications."
27. "Create a resume for a freelance professional in [Field]."

28. "Draft a resume for an executive with 10+ years of leadership experience."
29. "Write a resume for a part-time job in [Industry]."
30. "Generate a resume for a student applying for internships in [Field]."

Resume Section-Specific Prompts

31. "Write a strong professional summary for a resume in [Industry]."
32. "Generate bullet points for work experience as a [Job Title]."
33. "Create a skills section for a resume in [Field]."
34. "Draft an achievements section for a sales professional's resume."
35. "Write an education section for a resume with multiple degrees."
36. "Generate certifications and training entries for an IT professional's resume."
37. "Create a projects section for an engineering resume."
38. "Draft a volunteer experience section for a nonprofit job application."
39. "Write a languages section for a resume applying to an international company."
40. "Generate a hobbies and interests section for a creative professional's resume."

Tailored & Personalized Prompts

41. "Write a cover letter mentioning a referral from [Referrer's Name] at [Company]."
42. "Generate a resume tailored to a specific job description from [Job Posting Link]."
43. "Create a cover letter that addresses a career gap due to [Reason]."
44. "Draft a resume highlighting transferable skills for a career change."
45. "Write a cover letter explaining relocation for a job in [New City/Country]."
46. "Generate a resume for someone returning to the workforce after [X] years."
47. "Create a cover letter for a military veteran transitioning to a civilian job."
48. "Draft a resume for an overqualified candidate applying to a mid-level role."
49. "Write a cover letter for a candidate with multiple job offers."
50. "Generate a resume for a candidate with experience in multiple industries."

Creative & Unique Cover Letter & Resume Prompts

51. "Write a storytelling-style cover letter for a creative role."
52. "Generate a visually appealing resume template for a designer."
53. "Create a video script for a video cover letter application."
54. "Draft an infographic-style resume for a data analyst."
55. "Write a humorous yet professional cover letter for a startup culture."

56. "Generate a resume with a QR code linking to a portfolio."
57. "Create a LinkedIn headline and summary based on my resume."
58. "Draft a Twitter-style (280-character) professional bio for networking."
59. "Write a cover letter in the form of a 'letter to the hiring manager'."
60. "Generate a resume optimized for AI recruitment tools."

Follow-Up & Post-Application Prompts

61. "Write a follow-up email after submitting a resume and cover letter."
62. "Generate a thank-you email after a job interview."
63. "Create a polite follow-up message when no response is received."
64. "Draft an email to negotiate salary after a job offer."
65. "Write a response email accepting a job offer professionally."
66. "Generate an email to decline a job offer gracefully."
67. "Create a LinkedIn connection request message for a hiring manager."
68. "Draft an email requesting feedback on a rejected application."
69. "Write an email to schedule an interview after applying."
70. "Generate a networking email to a potential mentor in [Industry]."

ATS & Job Search Optimization Prompts

71. "Optimize my resume for Applicant Tracking Systems (ATS)."
72. "Generate a list of ATS-friendly keywords for [Job Title]."
73. "Create a resume that passes AI screening tools."
74. "Draft a cover letter with the right keywords for [Industry]."
75. "Write a resume summary that ranks high in ATS scans."
76. "Generate a list of action verbs for resume bullet points."
77. "Create a resume format that is both human and ATS-friendly."
78. "Draft a skills section optimized for [Specific Job Board]."
79. "Write a resume that avoids common ATS rejection mistakes."
80. "Generate a checklist for ATS-proofing a resume."

International Job Application Prompts

81. "Write a cover letter for a job application in [Country]."
82. "Generate a Europass CV for a job in Europe."
83. "Create a resume following the standards of [Country's] job market."

84. "Draft a cover letter for a work visa-sponsored job."
85. "Write a bilingual resume for a job in [Country]."
86. "Generate a resume for an expatriate applying locally."
87. "Create a cover letter addressing cultural fit for [Country]."
88. "Draft a resume for an international remote job."
89. "Write a cover letter for a multinational company's hiring process."
90. "Generate a resume for an academic job abroad."

Additional Tips & Miscellaneous Prompts

91. "Provide tips for writing a standout cover letter."
 92. "Generate a list of common resume mistakes to avoid."
 93. "Create a step-by-step guide for tailoring a resume to a job post."
 94. "Draft a checklist for proofreading a resume and cover letter."
 95. "Write a comparison between a chronological and functional resume."
 96. "Generate a list of powerful adjectives for resume descriptions."
 97. "Create a template for a career change cover letter."
 98. "Draft a guide on how to quantify achievements in a resume."
 99. "Write a prompt to evaluate and improve an existing resume."
 100. "Generate a list of online tools for resume and cover letter writing."
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