

ER | ELENA RAILEANU
CAREER COACHING

a recruiter's guide

HOW TO USE CHATGPT FOR YOUR JOB SEARCH

Let ChatGPT do the busywork so you can do the talking. How to find, apply for, and prepare for jobs without sounding like a robot.

ChatGPT won't get you hired. But used well, it can give you back hours every week, help you tailor every application, and let you practice interviews as often as you want. Used badly, it makes you sound like everyone else.

After 15 years of reading resumes and interviewing candidates, I can tell you what hiring managers notice: generic, copy-paste applications stand out, and not in a good way. This guide shows you how to let ChatGPT do the busywork so you can spend your energy on what actually gets people hired: real conversations. The same steps work with other AI assistants like Claude or Gemini.

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1. What ChatGPT is good at, and what it isn't

Use ChatGPT for	Do yourself
First drafts	**Final wording in your own voice**
Summarizing job descriptions and company news	**Checking facts and numbers**
Finding keywords to match a job posting	**Deciding what's true about your experience**
Mock interviews and practice questions	**The real interview**
Brainstorming roles and companies	**Building relationships with people**

ChatGPT is fast and tireless, but it can be confidently wrong, and it writes in a recognizable, polished-but-bland style. Treat it like a smart intern: great for drafts and research, never the final word.

2. Set up ChatGPT for your search

Ten minutes of setup makes every answer better.

- **Keep it in one place.** Create a project or folder called "Job search" so your resume, target roles, and past chats stay together and ChatGPT has context every time.
- **Tell it who you are.** Start with a short brief: your current role, years of experience, the roles you're targeting, your location, and the tone you want ("warm, direct, no buzzwords"). Paste your resume once so you don't have to repeat yourself.
- **Check your privacy settings.** Look in the data controls and decide whether you want your chats used to improve the model. Either way, remove anything sensitive before you paste it in.
- **Ask it to ask you questions.** End prompts with "Ask me any questions you need before you start." You'll get answers built on your real experience instead of guesses.

3. Get clear on your target

Many job seekers apply to everything because they aren't sure what they're aiming for. ChatGPT is a good thinking partner here. Paste in your resume and ask it which roles your experience fits, including ones you haven't considered. Then ask it to explain the difference between those roles and what each one pays in your area.

Use the answers as a starting point for conversations, not a final decision. The best way to test a direction is still to talk to two people who do that job.

4. Research companies in minutes

Before an application or interview, ask ChatGPT to summarize what a company does, its recent news, its competitors, and the challenges its industry is facing. Paste in the job description and ask what problems this role is likely being hired to solve.

> ALWAYS VERIFY
>
> ChatGPT can invent facts, mix up companies with similar names, or give you outdated information. Check anything you plan to mention in an interview against the company's website or a recent news article.

5. Tailor your resume without lying

Many companies use software to filter resumes, and recruiters skim fast. A resume that mirrors the language of the job posting has a better chance of being seen. ChatGPT is excellent at spotting the gap.

1. Paste the job description and your resume. Ask: "Which skills and keywords from this posting are missing or weak in my resume?"
2. For each gap, ask yourself whether you actually have that experience. If you do, rewrite the bullet to show it, ideally with a number.
3. Ask ChatGPT to tighten your bullets into the format: action, what you did, result.

Never add skills, titles, or results you don't have. Recruiters verify, interviews expose it quickly, and a single invented line can cost you the offer.

6. Write outreach that sounds like you

ChatGPT can draft a cover letter or LinkedIn message in seconds. The problem: so can every other applicant. Hiring managers are reading a lot of the same polished, generic language.

Use ChatGPT for the structure, then make it human:

- Add one specific detail only you could know, like a conversation you had, a product you use, or a post by someone on the team.
- Cut the clichés: "I am excited to apply," "dynamic," "passionate," "I believe I would be a great fit."
- Read it out loud. If you wouldn't say it to a person, rewrite it.
- Keep LinkedIn messages under five sentences.

CHATGPT ON AUTOPILOT

"I am writing to express my keen interest in the Marketing Manager position. With my dynamic skill set and passion for innovation, I believe I would be a great fit for your esteemed organization."

CHATGPT PLUS YOU

"I've used your app every morning for two years, and your spring campaign is the reason I signed up. I led a similar launch at my last company that grew sign-ups 40%. I'd love to talk about what you're planning next."

7. Practice interviews on demand

This is where ChatGPT shines. You can rehearse as many times as you want, at midnight, with no judgment.

- Paste the job description and ask ChatGPT to interview you, one question at a time, and give feedback after each answer.
- Use ChatGPT's voice mode so you practice speaking, not typing.
- Ask it to play a tough interviewer and to push back on vague answers.
- Have it help you turn your experience into short stories with a situation, what you did, and the result.
- Ask for smart questions to ask the interviewer at the end.

Practice "Tell me about yourself" until you can say it naturally in about 60 seconds. It sets the tone for the whole interview.

8. Prepare to negotiate

Use ChatGPT to gather a rough salary range for the role and location, then confirm it with sources like the posting itself (many states now require pay ranges in job ads), salary sites, and people in the field. Then ask ChatGPT to role-play the negotiation: you ask for more, it plays a hiring manager who hesitates. Practicing the awkward moment makes the real one much easier.

9. The rules: what not to do

- **Don't paste confidential information.** No current employer's internal documents, client data, or your Social Security number.
- **Don't use ChatGPT during a live interview** unless the employer allows it. Reading ChatGPT answers off a second screen is easy to spot, and it can get you disqualified.
- **Don't mass-apply with bots.** Hundreds of untailored applications rarely beat ten thoughtful ones plus a referral.
- **Don't let it replace people.** Most jobs are still filled through relationships. ChatGPT should free up time for networking, not replace it.

10. Your weekly ChatGPT job-search routine

1. **Monday (30 minutes):** Ask ChatGPT to help you shortlist five roles that match your target, and research each company.
2. **Tuesday (60 minutes):** Tailor your resume for your top two roles. Verify every line is true.
3. **Wednesday (30 minutes):** Draft three outreach messages to people at those companies, then personalize each one by hand.
4. **Thursday (30 minutes):** Run a mock interview for your top role, out loud.
5. **Friday:** No ChatGPT. Have two real conversations: coffee, a call, or an event.

11. Prompts you can copy

> "Here is my resume and a job description. List the skills and keywords in the job description that are missing or weak in my resume. Don't rewrite anything yet."

> "Rewrite these resume bullets using the format action, what I did, and result. Keep every fact exactly as I wrote it. Don't add anything I didn't say."

> "Summarize what this company does, its main competitors, and three challenges it's likely facing. Tell me which facts I should double-check."

> "Act as the hiring manager for this role. Interview me one question at a time. After each answer, tell me what was strong and what was vague."

> "Draft a four-sentence LinkedIn message to a [title] at [company]. I want to learn about their team, not ask for a job. Make it warm and specific, with no clichés."

> "Role-play a salary negotiation. You're the recruiter, and you offered [number]. I'm going to ask for [number]. Push back realistically."

ready for your next step?

LET'S WORK TOGETHER

Book a strategy call with Elena

One-on-one help with your interviews, resume, salary negotiation, or next career move.

Book your strategy call

Sign up for the next networking session

Two hours, live, with a small group. Practice real conversations and leave with scripts you can use the next day.

Save your seat

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elenaraileanu.com

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