

CV Optimization Prompt

I'm applying for the [Job Title] role at [Company Name] and need help aligning my CV with the job description. Below, I've attached my current CV details and the job description:

My CV Highlights:

[Briefly list key experiences, skills, and accomplishments]

[Mention relevant education or certifications]

[Any specific projects or roles that might be relevant]

Job Description Excerpts:

[List key responsibilities and required skills from the job posting]

[Highlight any specific industry or technical requirements]

Could you please analyse the information and provide a tailored professional summary for my CV that emphasizes my relevant skills and experiences?

Additionally, let me know if there are any suggestions for restructuring my CV to better match the role's requirements.

Email Template

Subject: Application for [Job Title] at [Company Name] – [Your Name]

Dear [Recruiter's Name],

I hope you're well. My name is [Your Name], and I'm currently pursuing [Degree/Field] at [University/Institute]. I was excited to learn about the [Job Title] position at [Company Name] and believe my background in [Key Skill/Technology] makes me a strong fit.

At [Previous Internship/Project/Experience], I [brief accomplishment or responsibility], which has prepared me to contribute effectively to your team. I admire [Company Name]'s commitment to [specific value or mission] and am eager to bring my skills to drive further success.

I've attached my CV for your review and would welcome the opportunity to discuss how I can add value to your team.

Thank you for your time and consideration.

LinkedIn Message Template

Hey [Name], I hope you're doing well! I'm currently pursuing [Degree] at [University/Institute] and actively exploring [internship/job] opportunities in [field/industry] for [time period]. I came across your profile and was really inspired by your work at [Company]. Additionally I'm also pursuing [Courses, Projects, Certifications] in the relevant field and would love the opportunity to connect and learn more about your team, as well as explore ways I can contribute. Looking forward to your insights!