

AI Prompt Library for Career Development

How to use this resource: These prompts can help you use generative AI to support different parts of your career development.

- Each section includes guidance, a customizable prompt, and questions to help you evaluate the output.
- Copy, paste, and adapt the prompts based on your goals and experiences.
- As you use these prompts, you'll also practice AI skills employers increasingly value.

You are encouraged to use [OSU-approved generative AI tools](#) and to be mindful of the personal information you share.

1. **Refine a Resume Bullet:** Use AI to strengthen a bullet point statement you have already drafted.

Rule of Thumb: AI can fix your grammar and phrasing, but it cannot invent your unique experience. You must provide the raw details of what you actually did.

The Prompt:

Act as an expert resume editor. I am a college student applying for roles similar to this job description: [PASTE TARGET JOB DESCRIPTION HERE] I want to improve a bullet point from my resume.

Rewrite my draft bullet point using the AIR model (Action + Issue + Result). Provide 3 options. Rules for the rewrite:

1. Start with a strong, active verb appropriate for a college student or recent graduate.
2. Keep the tone natural, professional, and confident. Avoid corporate jargon (e.g., avoid "synergized," "leveraged," or "revolutionized").
3. If the bullet point could be strengthened by a metric or result, put a placeholder like "[Insert Metric Here]" so I know what to add.

Here is my draft bullet point: [PASTE YOUR DRAFT BULLET POINT HERE]

The Human Check:

- Can you explain every word in this new bullet point during an interview? If it sounds like an executive wrote it instead of a student, tone it down.
- Did you replace the placeholders with *real* numbers (e.g., "managed a budget of \$500" or "coordinated schedules for 12 volunteers") or results? It is okay if you cannot offer quantifiable results with every bullet.

2. **Generate Potential Interview Questions:** Anticipate the kind of questions a hiring manager may ask, based on a job posting.

Rule of Thumb: Do **not** ask the AI to write your answers. Your answers need to come from your actual life experiences, or you will sound scripted and robotic.

The Prompt: Act as a hiring manager interviewing candidates for this specific role: [PASTE TARGET JOB DESCRIPTION HERE]

Based on the required skills, responsibilities, and qualifications in this posting, generate:

1. Three (3) behavioral interview questions (e.g., "Tell me about a time when...") that test for the core soft skills needed.
 2. Two (2) role-specific or technical questions that test the main skills needed for the job.
- Do NOT provide the answers or sample responses. Only provide the questions.

The Human Check:

- Do these questions reflect what's in the job posting, or could they apply to any job? Cut anything generic and add one of your own if the posting mentioned something specific AI missed.
- Build your answers using the STAR method (Situation, Task, Action, Result), pulling from your real experiences — not a script. Meet with a Career Coach to practice saying them out loud.

3. **Check the Tone of a Networking Email:** Draft a cold outreach email or LinkedIn message yourself, then use AI to check if the tone is professional, concise, and natural.

Rule of Thumb: Don't let AI write the message from scratch—it usually sounds overly stiff, overly enthusiastic, or spammy. Write the draft in your own voice first.

The Prompt: Act as a professional copy editor. I have written a draft message to send to an alum on LinkedIn asking for a brief informational interview.

Review my draft below and provide feedback on:

1. Tone: Is it respectful without sounding overly transactional or desperate?
2. Clarity: Is the request easy to understand?
3. Length: Is it concise enough for a busy professional to read quickly?

Provide 2 slight variations of my draft that improve flow while keeping my authentic voice. Do not change the core details of my message.

Here is my draft: [PASTE YOUR EMAIL/MESSAGE DRAFT HERE]

The Human Check:

- Does the final version sound like something you would actually say? If the AI added words you would never use, swap them back out for your own.

- Make it easy to reply by ensuring your draft ends with a clear, low-pressure question (e.g., *"Would you be open to a 15-minute chat sometime in the next two weeks?"*).

4. **Compare Job Ads:** Compare two job postings to see which one matches your current skills and how to target your application.

Rule of Thumb: AI is great at matching keywords on a page, but it cannot measure human alignment, workplace culture, or your long-term potential. Use the tool for a quick data scan and talk to a Career Coach to determine true fit.

The Prompt: Act as a data and keyword analysis assistant. I have limited time and want to know which of these two entry-level roles matches my current experience, and exactly how to tailor my resume for them.

Here is my brief background/resume: [PASTE YOUR RESUME OR A 3-SENTENCE BACKGROUND SUMMARY]

Here is Job A: [PASTE JOB DESCRIPTION A]

Here is Job B: [PASTE JOB DESCRIPTION B] Please provide a quick breakdown:

1. Based on the information provided, which role appears to have the strongest overlap with my current experiences and skills?
2. What skills, qualifications, or keywords appear in both job descriptions?
3. What are the most significant differences in responsibilities, required skills, and qualifications between the two roles?

The Human Check:

- AI can only compare what is written on the page — it cannot tell you what it is actually like to work there. A career coach can help you think through how to find someone connected to either company to reach out to for more information.

5. **Refine Interview or Networking Questions:** Strengthen questions you have drafted for an interview or networking conversation so they are thoughtful, professional, and tailored to the opportunity.

Rule of Thumb: AI shouldn't do your homework for you. Research the company/organization first and draft a couple of questions based on what you genuinely want to know. Use AI as an editor to refine your phrasing without letting it erase your authentic voice.

The Prompt: Act as a professional business editor. I am preparing for a conversation with a professional at [INSERT COMPANY NAME] and have drafted three questions to ask them. I want to refine these drafts so they sound professional and confident, while avoiding basic questions that can be easily answered by visiting the organization's website.

Here are my draft questions: [PASTE YOUR DRAFT QUESTIONS HERE]

Here is the context/article I based them on: [PASTE COMPANY MISSION OR RECENT PRESS TEXT HERE - OPTIONAL]

Please provide:

1. Two polished options for each question that improve the clarity and professional tone while retaining my unique voice.
2. A brief note explaining **why** the polished versions sound stronger than my original drafts.

The Human Check:

- Practice with a coach to smooth out any bumps or tweak them to feel more natural before the big day. Bring your refined questions to the Career Studio – no appointment needed – and we will help you practice your delivery.