

# ChatGPT

# Job Search Guide

## E-book



# Contents

1	Introduction	3
1.1	What is generative AI and why it revolutionizes job search	3
1.2	Who this book is for and how to use it	3
1.3	What ChatGPT levels and tools you need for job search	4
	Book progression path at a glance	4
2	ChatGPT Setup and Basic Settings	6
2.1	Account creation and basic settings	6
2.2	Toolkit: built-in features and voice usage	7
2.3	Settings: language, data storage, privacy, and sharing with team	8
3	Mapping the Job Seeker's Starting Position	9
3.1	Skills and experience data as ChatGPT understands it	9
3.2	Career motivations and life situation – prompts for clarification	11
3.3	Setting goals: SMART + milestones	12

## PREVIEW VERSION

This preview contains chapters 1-3 only. The complete book includes additional chapters covering prompt chaining, CV optimization, interview simulations, salary negotiations, and more advanced techniques.

# 1 Introduction

## 1.1 What is generative AI and why it revolutionizes job search

In our LinkedIn experiment, where **12 job seekers** tested the method, almost everyone found interesting, suitable job positions in minutes – and one of them exclaimed after sending an application: **“I definitely see the benefit!”** ChatGPT doesn’t just save time; it uncovers hidden opportunities that would remain completely unseen in traditional searches.

**What does this mean for you?** This guide presents the same ChatGPT process that 12 job seekers tested. Feedback showed that AI revealed roles that **most participants ended up applying for**. Additionally, some participants reported clear time savings. When you adopt the method, you can focus on strategic career decisions instead of spending hours on traditional browsing.

Generative AI is a subset of AI where models learn from examples to produce new content that resembles human-generated text, images, code, or speech. LLM models (large language model) like ChatGPT produce natural human-like text in seconds while understanding the context and goals of the questioner.

GenAI frees you from the tedious routines of job search. When you give the AI essential facts from your CV and desired roles, you get ready application templates in minutes – and you can use your time for interview practice at any time of day. This way you make more targeted applications in less time and better understand your market value.

## 1.2 Who this book is for and how to use it

Generative AI has quickly moved from experiments to everyday routines.

- **75% of knowledge workers** already use Gen-AI tools in their work, according to Microsoft & LinkedIn’s *Work Trend Index 2024* report. (Microsoft)
- **40% of job seekers** have used AI – such as ChatGPT – to support CVs, applications, or interview practice, according to iHire’s recent 1,645 respondent *Inside the Multi-Generational Workforce 2025* survey. (ihire.com)
- **71% of organizations** use generative AI in at least one business function (including HR), according to McKinsey’s *State of AI 2025* global survey. (McKinsey & Company)

This book serves job seekers, career changers, and recruitment professionals who want to leverage AI in every phase of the search process.

### 1.3 What ChatGPT levels and tools you need for job search

For job search, the **Web Search tool** alone is sufficient, which is on in all ChatGPT packages. With the free Free level, you can handle job posting browsing and familiarization; Plus level mainly brings more speed and message quotas.

The **Web Search tool** is a ChatGPT feature that enables real-time web browsing and information retrieval from the internet. It's particularly useful in job search - you need Web Search for finding job postings online, checking requirements, and personalizing applications.

Detailed version and setting comparisons can be found in Appendix A.

#### Tip: How to get the most out of this book

Read the book chapter by chapter and test the prompts immediately in ChatGPT. If you want to dive into settings or Deep Research, check **Appendix A**. And when the 1-page checklist (Appendix 14.3) is ready, take it as a quick review assistant.

### Book progression path at a glance

Chapter	What you learn?	Why important?
<b>1. Introduction</b>	What is GenAI job search, why it works	You understand the rules before diving into prompts
<b>2. ChatGPT basic settings</b>	Security, Web Search, Appendix A references	You ensure you don't accidentally share sensitive data
<b>3. Profile data in order</b>	CV + LinkedIn raw data for AI	AI only works as well as the input
<b>4. Prompt chaining</b>	Four-phase process: posting → comparison → application	You get rid of mass applications
<b>5. CV &amp; LinkedIn optimization</b>	ATS keywords, 300 character About, project presentation	Profile speaks the same language as recruitment bots
<b>6. Posting analysis</b>	Must-have vs nice-to-have, gap strategy	Search targets realistic positions
<b>7. Interview simulations</b>	Critique-&-improve loops	You practice responses before live situations
<b>8. Salary negotiations</b>	Market data + AI sparring	You sell your expertise at its value
<b>9-10. Workflow library</b>	Ready Finnish & English prompts	Copy-paste when you need quickly
<b>14. Appendices</b>	Template comparisons, deep research, 1-page checklist	Additional information when you need it

**Next step** → Open ChatGPT, copy the first prompt from chapter 2, and test it with your own CV today.

Now that you've read the introduction, you're ready to start. Chapter 2 will guide you through ChatGPT's basic settings and first prompts. Remember: the best way to learn is to try yourself – every prompt has been tested to work.

## 2 ChatGPT Setup and Basic Settings

### 2.1 Account creation and basic settings

**Register** at *chatgpt.com* – you get Free tier access immediately. For job search, the **Web Search tool** alone is sufficient, which is on in all ChatGPT packages. With the free Free level, you can handle job posting browsing and familiarization; Plus level mainly brings more speed and message quotas.

Detailed version and price comparisons can be found in Appendix A.

## 2.2 Toolkit: built-in features and voice usage

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Feature	Where to find it?	When is it useful?
<b>Companion window (macOS)</b> Option + Space opens a floating ChatGPT window that stays on top of other applications.	ChatGPT desktop app (macOS)	When you want to analyze a job posting without switching browsers.
<b>Advanced Voice Mode</b> Speak and listen to responses in real-time with GPT-4o model. Free tier offers “daily preview”, Plus/Team levels offer broader usage.	Browser, desktop, and mobile apps	For practicing CV corrections or interview responses out loud.
<b>ChatGPT as default assistant on Android</b> Beta version 1.2025.070 enables selecting ChatGPT in “Digital assistant app” settings; open with long Home press or swipe.	Android app (beta ≥ 1.2025.070)	Hands-free questions on the go, e.g. “summarize this posting”.
<b>Record Mode (Team)</b> Records max 120 min of audio, transcribes and creates action lists; admin can disable from Workspace Controls.	ChatGPT Team (macOS app)	Speeds up follow-up messages and note-taking from recruitment meetings.

The minimum package for job search is browser or mobile app. No separate browser extensions are needed – the Web Search tool and built-in tools above are sufficient for most search routines. GPT-4o is available even on Free tier with limited message quotas, so you can get started without a paid subscription.

## 2.3 Settings: language, data storage, privacy, and sharing with team

First click **your profile picture in the bottom left corner**, open **Settings**, and do three things:

1. Switch the interface and response language to English (or whatever you want). The examples in this guide are in English.
2. Turn off the *Help improve the model for everyone* slider.
3. Check whether your conversations are saved for 30 days or shorter (Enterprise).

This minimizes the spread of sensitive information and ensures ChatGPT responds in your desired language and tone.

More detailed instructions in the following paragraphs.

### Language switching:

- Open **Profile** ▶ **Settings** ▶ **General** ▶ **Language** and select the interface language from the dropdown.
- Profile picture button is found in ChatGPT browser and desktop versions always in the **bottom left corner**.

### Data management & model training:

- In browser: **Settings** ▶ **Data Controls** ▶ **Help improve the model for everyone** → **Off**. Then your messages won't go to model retraining.
- When you delete a message thread or use *Temporary conversation* mode, the material remains on OpenAI servers for a maximum of **30 days** before final deletion
- **Zero-Data-Retention (ZDR)** is only available with separate API endpoints — this option is not available in ChatGPT interface

### Share link risks:

- **Share** → **Create link** creates a public URL; in July 2025 these links were indexed by Google, so private conversations were found in search engines.
- OpenAI removed the "Discoverable" option in the same month and promised to ask search engines to remove already indexed pages.
- If you share a link, you are responsible for anonymizing the content.

### Retention & admin rights:

Subscription	Who adjusts retention time?	Default	Minimum time
Free / Plus / Pro	User	Deleted chat disappears in 30 days	30 days
Team	User (admin cannot shorten)	30 days	30 days
Enterprise / Edu	Workspace admin	Admin can choose 0 days → n days	0 days

### Checklist:

- Turn off *Help improve the model for everyone* if you handle confidential information like CV or NDA material.
- Don't share sensitive data with Share link.
- Need less than 30 days retention? Choose Enterprise package.

## 3 Mapping the Job Seeker's Starting Position

### 3.1 Skills and experience data as ChatGPT understands it

The fastest way to input your background information to AI is to provide **public URLs** (public LinkedIn, website, GitHub URL...) and/or **upload an attachment** (e.g., CV). ChatGPT can read both.

**Remember to turn on the  Web Search tool.** Web browsing also works in **Temporary conversation** mode - you get an "incognito conversation" that isn't saved to history, but you can still search the web.

#### Step 1 - Ensure Web Search tool is on

1. Open a new conversation (regular or temporary).
2. Check that the  web search icon is **on** *If the icon is missing, ensure GPT-4o model or appropriate account level.*

#### Step 2 - Raw extraction (no interpretation)

Copy and paste the following text into ChatGPT conversation:

You act as my CV analyst.

TASK A – RAW EXTRACTION (don't modify!):

1. Always use the Web Search tool to open profile URLs mentioned in the conversation (e.g., LinkedIn, portfolio).
  - If no URLs are provided, first ask: "Could you give me profile URLs (e.g., LinkedIn, portfolio) or attach a CV file?"
2. If there's a CV attachment in the conversation (e.g., PDF), extract it at the same time.
3. Copy exactly the visible texts (preserving line breaks):
  - Profile headline
  - About / Summary
  - Work experience (job title, company, dates, description)
  - Education
  - Skills section (if found)
  - Languages
4. DON'T add, guess, or reformat anything.
5. Paste everything together in a ````raw```` code block so I can verify.

*Check the "raw" block to ensure there's no fabricated text. Fix or add missing items manually.*

### Step 3 - Structured summary in Markdown

Copy and paste the following text into ChatGPT conversation:

TASK B – STRUCTURED SUMMARY (Markdown) :

- Use only information from the ```raw``` block (and any manually added lines).
- Build three sections:

###  Core Skills

- ...

###  Supporting Skills

- ...

###  Achievements

- ...

- Maximum ~80 characters per list item.
- Don't add new facts.

### Why this way?

1. **Web Search + Temporary conversation** = real-time search without permanent storage.
2. **Two-step process** reveals hallucinations because you see the collected data first.
3. **Markdown** is easy to transfer to CV templates, emails, or ChatGPT's Customize ChatGPT fields.
4. **Attachment (CV.pdf)** automatically complements missing information if profiles don't have everything.

**Privacy tip:** Don't input personal identification numbers or confidential material. Public profiles + own CV are sufficient for strong applications.

### 3.2 Career motivations and life situation - prompts for clarification

Copy and paste the following text into **ChatGPT conversation** (you can stay in the same message thread). The prompt:

1. **Asks six questions one at a time** - waits for your answer before the next one.
2. When all answers are given, **summarizes** them ( $\leq$  140 characters / answer).
3. Finally builds a Markdown summary with *Requirements* and *Plus* lists.

**Note** You don't need web search for this request, so you can leave the  Web Search tool off.

Copy and paste the following text into ChatGPT conversation:

You act as my career coach.

❶ Ask me the following six questions **\*\*one at a time\*\***.

Wait for my answer before the next question:

1. Most important reason why I'm considering a job search
2. What kind of workday puts me in flow state
3. What I want to learn in the next 12 months
4. What I'm not willing to compromise on (salary / location / work hours / other)
5. Where I see myself in three years
6. What is my desired monthly salary (gross €/month)

❷ When I've answered all six questions,

**\*\*don't ask new questions\*\***. Instead do this:

- Summarize each of my answers to max 140 characters.
- Create two list sections as follows:

###  Requirements

- ...

###  Plus

- ...

- Return the entire output in Markdown format.
- Don't invent new information – use only my given answers.

**Usage tip:** If you continue in the **same message thread**, ChatGPT remembers your motivation without additional actions. Save the summary to the *Customize ChatGPT* field only if you want it to remain active in other or new conversations.

### 3.3 Setting goals: SMART + milestones

Copy and paste this to any point in the message thread.

- **Web search not needed** →  Web Search tool can be off.
- ChatGPT can use **all previously provided information in the conversation** (skills, motivation, salary expectations, etc.) to suggest drafts for your answers – you can accept, correct, or write your own.

You act as my goal coach.

① Ask me the following five questions **\*\*one at a time\*\***.

- If you have previous context from my answers, offer a **\*\*draft example\*\*** in parentheses after each question, which I can modify.
- Wait until I answer before moving to the next question.

1. What is your concrete main goal in job search? (Specific)
2. How do you know you've succeeded? (Measurable)
3. How do you ensure the goal is realistically achievable? (Achievable)
4. Why is this goal important for your career? (Relevant)
5. By what date must the goal be met? (Time-bound)

② When I've answered all five questions, **\*\*don't ask for additional information\*\***.

Instead:

- Combine my answers with previous conversation information (if it complements or clarifies points).
- Form the following Markdown block:

```
#### SMART Goal
- **Specific**: ...
- **Measurable**: ...
- **Achievable**: ...
- **Relevant**: ...
- **Time-bound**: ...
```

Don't invent new facts; use only my given or previously mentioned information.

**Usage tip:** When you get the SMART block, you can paste it into notes or the *Customize ChatGPT* field if you want ChatGPT to automatically consider your goals in later conversations.

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**PREVIEW END**

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