

## ■ YOUR AI MONEY MACHINE

# THE AI RESUME & JOB SEARCH GUIDE

Free. Copy-Paste Ready Prompts. Works For Any Industry.

ATS OPTIMIZED	COVER LETTER	INTERVIEW PREP	NEGOTIATION
Resume Prompts	AI Writes It	AI Coaches You	AI Scripts It

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- 02 — The ATS Optimization Method — Full Walkthrough
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*This guide is for educational purposes only. Results will vary based on individual qualifications, effort, and job market conditions. Your AI Money Machine does not guarantee employment outcomes.*

# 01 — WHY YOUR RESUME GETS REJECTED BEFORE A HUMAN READS IT

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Over 75% of resumes are rejected by Applicant Tracking System software before a single human ever reads them. ATS software scans your resume for specific keywords from the job description. If they are not there — your resume gets filtered out automatically regardless of how qualified you are.

■ **THE KEY INSIGHT:** The person reading your resume is not a person first. It is software. ChatGPT knows exactly how to write for both the algorithm AND the human hiring manager at the same time.

## What ATS Software Looks For:

- Exact keywords from the job description — not synonyms, exact words
- Standard section headings — Work Experience, Education, Skills
- Clean formatting — no tables, graphics, columns, or unusual fonts
- Relevant job titles that match what the employer posted
- Quantifiable achievements — numbers, percentages, dollar amounts

## What Kills Your Resume Instantly:

MISTAKE	WHY IT FAILS	AI FIX
Generic resume sent to every job	Missing specific keywords for each role	AI rewrites per job posting
No quantifiable achievements	ATS and humans both skip vague bullet	AI adds numbers and impact
Unusual formatting or graphics	ATS cannot read tables or images	AI outputs clean plain text
Weak or missing summary section	First impression lost immediately	AI writes a targeted summary
Wrong keywords or job titles	ATS filters it before human sees it	AI pulls exact words from posting

## 02 — THE ATS OPTIMIZATION METHOD

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1	<b>Get The Job Description</b> Copy the entire job posting text. Every word matters — especially the requirements and responsibilities sections.
2	<b>Paste Into ChatGPT</b> Open chatgpt.com. Start a new conversation. Paste the full job description first.
3	<b>Add Your Work History</b> Paste your current resume or a bullet-point summary of your work history, skills, and education.
4	<b>Use The Prompt</b> Give ChatGPT the exact rewrite prompt below. Let it work. Read the output carefully.
5	<b>Review And Personalize</b> Read every line. Edit anything that does not sound like you. Add any achievements AI missed.
6	<b>Check Formatting</b> Make sure the final resume is clean — no tables, no graphics, standard headings. Plain and readable.

## 03 — RESUME PROMPTS — COPY AND PASTE READY

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<b>REWRITE</b>	<code>"Here is a job description: [paste job description]. Here is my work history and current resume: [paste resume]. Rewrite my resume to be perfectly optimized for this specific role. Use exact keywords from the job description. Quantify every achievement with numbers where possible. Write a strong summary section at the top. Format it cleanly with standard headings. Make it ATS-friendly and compelling to a human reader."</code>
<b>KEYWORDS</b>	<code>"Read this job description: [paste]. Extract the 15 most important keywords and phrases that an ATS system would scan for. List them in order of importance."</code>

<b>BULLETS</b>	"Rewrite these work experience bullet points to be stronger, more specific, and quantified: [paste your bullets]. Add numbers, percentages, or dollar amounts where reasonable. Start each bullet with a strong action verb."
<b>SUMMARY</b>	"Write a 3-sentence professional summary for my resume. I am applying for [job title] at [company type]. My background is: [brief description]. Make it confident, specific, and ATS-optimized."
<b>SKILLS</b>	"Based on this job description: [paste]. What skills section should I include on my resume? List both hard skills and soft skills that match what they are looking for."
<b>GAP</b>	"I have a gap in my employment from [date] to [date]. Help me address this professionally in my resume and cover letter without drawing negative attention to it."

## 04 — COVER LETTER PROMPTS

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A cover letter written by AI — tailored specifically to the job and company — outperforms a generic one every time. Here are the prompts:

<b>STANDARD</b>	"Write a cover letter for [job title] at [company name]. Here is the job description: [paste]. Here is my background: [paste resume or summary]. Write it in a confident, professional, and authentic tone. Keep it under 300 words. Do not start with I am writing to apply."
<b>CAREER CHANGE</b>	"I am changing careers from [field] to [new field]. Write a cover letter that reframes my transferable skills as strengths for this new role: [paste job description]. Address the career change directly and confidently."
<b>NO EXPERIENCE</b>	"I am applying for [job title] but do not have direct experience in this field. Write a cover letter using my [education / transferable skills / enthusiasm] to make the strongest possible case for why I should be considered."
<b>COLD OUTREACH</b>	"Write a cold outreach email to the hiring manager at [company] expressing interest in [type of role]. I found their work on [where]. My relevant background is: [brief summary]. Keep it under 150 words and end with a clear ask."

## 05 — LINKEDIN OPTIMIZATION PROMPTS

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<b>HEADLINE</b>	"Write 5 different LinkedIn headline options for someone with this background: [paste summary]. Each should be under 220 characters and optimized for recruiter searches."
<b>ABOUT</b>	"Write a compelling LinkedIn About section for someone who [what you do]. Make it first person, conversational, and end with a clear call to action. Under 300 words."
<b>EXPERIENCE</b>	"Rewrite this job experience section for LinkedIn to be more compelling and keyword-rich: [paste experience]. Focus on impact and results."

**FEATURE  
D**

"Write a short LinkedIn post I can pin to my Featured section that highlights my expertise in [field] and positions me as someone worth hiring or connecting with."

## 06 — INTERVIEW PREPARATION PROMPTS

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Use AI as your personal interview coach. Practice answers, anticipate tough questions, and walk into every interview fully prepared.

<b>QUESTIONS</b>	"I am interviewing for [job title] at [company name]. Here is the job description: [paste]. Generate the 15 most likely interview questions they will ask – including behavioral, technical, and situational questions."
<b>ANSWERS</b>	"Help me prepare a strong answer to this interview question using the STAR method (Situation, Task, Action, Result): [paste question]. My relevant experience is: [paste background]."
<b>TOUGH</b>	"What are the hardest or most uncomfortable questions I might face in an interview for [job title]? For each one give me a strategy for answering it confidently without lying or oversharing."
<b>COMPANY</b>	"I am interviewing at [company name]. Research their mission, recent news, products, culture, and values. Give me 5 intelligent questions I should ask them at the end of the interview."
<b>WEAKNESSES</b>	"Help me answer the question what is your greatest weakness in a way that is honest, self-aware, and still positions me positively. My actual weakness is [describe it]."
<b>MOCK</b>	"Conduct a mock interview with me for [job title]. Ask me one question at a time. After I answer give me feedback on what was strong and what I should improve."

## 07 — SALARY NEGOTIATION PROMPTS

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Most people leave money on the table because they do not negotiate. AI scripts every conversation so you never have to improvise under pressure.

<b>RESEARCH</b>	"What is the typical salary range for [job title] in [city or remote] with [X years] of experience? What factors affect compensation at the high end of this range?"
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<b>COUNTER</b>	"I received a job offer for [job title] at [company] with a salary of [amount]. Based on my [X years] experience and the market rate, I believe [higher amount] is appropriate. Write a professional counter-offer email that is confident but not aggressive."
<b>VERBAL</b>	"Script a verbal response for when an interviewer asks what salary are you looking for. I want to give a range of [X to Y] without anchoring too low. Make it sound natural and confident."
<b>BENEFITS</b>	"I am negotiating an offer and the salary is firm. Write a professional email asking for improvements to the benefits package – specifically [list what you want: more PTO, signing bonus, remote work, etc.]."
<b>ACCEPT</b>	"Write a professional email accepting this job offer while confirming the key terms: [list the terms]. Express genuine enthusiasm without sounding desperate."

## 08 — FOLLOW-UP EMAIL PROMPTS

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Most applicants never follow up. The ones who do stand out immediately. Here are the prompts:

<b>AFTER APPLY</b>	"Write a brief follow-up email to send 5 days after submitting my application for [job title] at [company]. Express continued interest without being pushy. Under 100 words."
<b>AFTER IN INTERVIEW</b>	"Write a thank you email to send within 24 hours of my interview for [job title] at [company]. Reference something specific we discussed: [what you discussed]. Keep it genuine and under 150 words."
<b>NO RESPONSE</b>	"I interviewed for [job title] at [company] [X weeks] ago and have not heard back. Write a polite follow-up email checking on the status of my application."
<b>REJECTION</b>	"I was rejected for [job title] at [company]. Write a gracious response that thanks them, asks for feedback, and keeps the door open for future opportunities."

## 09 — THE COMPLETE AI JOB SEARCH SYSTEM

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Follow this sequence for every job application. Do not skip steps.

<b>1</b>	<b>Find The Job</b> Identify a specific role you want. Copy the full job description.
<b>2</b>	<b>Optimize Resume</b> Use the REWRITE prompt. Tailor your resume specifically to this job.
<b>3</b>	<b>Write Cover Letter</b> Use the STANDARD cover letter prompt. Customize the company name and specifics.
<b>4</b>	<b>Optimize LinkedIn</b> Make sure your LinkedIn headline and About section match the role you are applying for.
<b>5</b>	<b>Research The Company</b> Use the COMPANY interview prep prompt to know them before you apply.

<b>6</b>	<b>Apply</b> Submit your tailored resume and cover letter.
<b>7</b>	<b>Follow Up</b> Send the AFTER APPLY follow-up email 5 days later if no response.
<b>8</b>	<b>Prepare For Interview</b> Use the QUESTIONS and ANSWERS prompts. Do a MOCK interview.
<b>9</b>	<b>After Interview</b> Send the thank you email within 24 hours. Always.
<b>10</b>	<b>Negotiate The Offer</b> Use the COUNTER and VERBAL negotiation prompts. Never accept the first number without asking.

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