

■ AI PROMPT CARD

Session 2: Prompting 101 — Getting Good Answers from AI

MCOA 50+ Job Seekers · Presented by Zara Massoud, AI Strategist

① THE RCE MODEL — Your Prompting Formula

Tell AI who to be.

"Act as an experienced career coach..."

Give AI your situation.

"...I have 20 years in healthcare..."

Show AI what good looks like.

"...here is my resume bullet: [paste]. Rewrite it."

■ FULL RCE PROMPT EXAMPLE

"Act as a professional resume writer. I have 18 years of experience in healthcare administration and I am applying for a Hospital Operations Manager role. Rewrite this bullet point to show impact and leadership, not just duties: [paste your bullet here]. Keep it under 25 words and make it confident and specific."

② RESUME PROMPTS

REWRITE A BULLET POINT

"Rewrite this resume bullet point to show impact and results, not just duties. Keep it under 20 words and make it strong and specific: [paste your bullet here]"

■ Follow up: "Make it even more specific by adding a number or percentage."

WRITE A PROFESSIONAL SUMMARY

"Write a 3-sentence professional summary for someone with [X] years of experience in [field] who is looking for a [job type] role. Make it warm, confident, and specific."

■ Follow up: "Make it shorter." or "Make it sound more senior."

TAILOR YOUR RESUME TO A JOB POSTING

"Here is a job posting: [paste it]. Here is my current resume: [paste it]. What are the top 3 changes I should make to my resume to better match this role?"

■ This is one of the most powerful resume prompts — do this for every application.

③ JOB SEARCH PROMPTS

DECODE A JOB POSTING

"Here is a job posting: [paste it]. What are the top 5 skills and qualities this employer really wants? Which ones should I highlight most in my resume and cover letter?"

WRITE A COVER LETTER

"Write a cover letter under 200 words for a [job title] role at [company name]. I have [X] years of experience in [field]. Make it warm, confident, and specific. Do not use clichés like 'I am a team player.'"

■ Follow up: "Make the opening line more attention-grabbing."

④ INTERVIEW PREP PROMPTS

PRACTICE INTERVIEW QUESTIONS

"Act as my interviewer for a [job title] role. Ask me 3 interview questions one at a time. After I answer each one, give me brief feedback on what was strong and what I could improve."

■ Use this the night before an interview. It genuinely works.

"I have [X] years of experience in [field]. Help me explain why this is a strength — not a disadvantage — in today's job market. Make it 2-3 sentences"

EXPLAIN YOUR EXPERIENCE

"Help
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⑤ STRUCTURE & TONE — Add to Any Prompt

■ TONE	■ LENGTH	■ FORMAT
"Professional" "Warm & conversational" "Confident" "Formal" "Friendly"	"Under 200 words" "3 sentences only" "One paragraph" "Bullet points"	"Numbered list" "Table" "Email format" "Script format" "Step by step"

■ **Power Tip:** Add "Keep it under 200 words and make it warm and professional" to almost any prompt for an instant improvement — no other changes needed.

⑥ ITERATION — Follow-Up Prompts That Make Results Better

MAKE IT SHORTER <i>"Make it shorter — aim for [X] words."</i>	BOOST CONFIDENCE <i>"Rewrite this to sound more confident and assertive."</i>
ADD SPECIFICS <i>"Add a specific number, result, or example to make this more compelling."</i>	CHANGE TONE <i>"Make this warmer and more conversational — less corporate."</i>
TRY AGAIN <i>"That was good but not quite right. Try again with more focus on [X]."</i>	SIMPLIFY <i>"Explain this in simpler language that anyone could understand."</i>

■ ■ **ALWAYS VERIFY:** Statistics · Company names · Job titles · Research citations · Salary figures · Contact information
AI is confident — but not always correct. Check facts before using them in applications.

⑦ FREE AI TOOLS TO GET STARTED

ChatGPT	chat.openai.com	Most popular · Great for all job search tasks
Claude	claude.ai	Excellent for writing · Very clear outputs
Gemini	gemini.google.com	Google's AI · Good for research
Teal HQ	tealhq.com	Built specifically for job seekers
Jobscan	jobscan.co	ATS resume scanner · Match your resume to job ads