

AI JOB HUNTER ACCELERATOR

The Practical AI-Powered Job Search System

Build stronger job applications • Tailor your resume faster • Prepare for interviews • Organize
your job search

Action Workbook + Prompt Playbook

Designed for Indian freshers and early-career job seekers

Launch Edition

How to Use This Workbook

This workbook is designed to work alongside the AI Job Hunter Accelerator video course. Watch the relevant lesson, complete the action steps, then use the prompts and checklists on the following pages. The goal is implementation—not passive learning.

Your simple workflow: Learn → Copy → Customize → Check → Apply → Track → Prepare → Follow up.

Important AI rule

AI should help you communicate your real qualifications more clearly. Never use AI to invent employers, degrees, certifications, skills, achievements, job titles, dates, salary figures, or experience you do not actually have.

30-Day Outcome Map

- Define 1–2 target roles
- Create or improve your master resume
- Build a reusable AI job-application workflow
- Tailor applications to relevant vacancies
- Prepare role-specific interview answers
- Track every application and follow-up
- Review results weekly and improve your process

30-Day AI Job Search Action Plan

Days 1–3 — Choose target role(s), collect your education/experience/projects/skills, and create a master information sheet.

Days 4–6 — Build your master resume. Remove unsupported claims and make every achievement specific and truthful.

Days 7–9 — Create your LinkedIn/job-portal profile using the profile checklist.

Days 10–12 — Learn the Job Description Matcher workflow and test it on three real vacancies.

Days 13–15 — Create your cover-letter, recruiter-message and application-email templates.

Days 16–20 — Prepare interview answers for your target role and complete at least two AI mock interviews.

Days 21–25 — Apply consistently to relevant roles and record every application in the tracker.

Days 26–28 — Follow up where appropriate and review which applications received responses.

Days 29–30 — Audit your results: response rate, interview rate, common gaps, and next improvements.

Module 1 — AI Resume Transformation

Your objective is not to create a resume that sounds impressive. Your objective is to create a clear, truthful document that makes your relevant skills and evidence easy to understand.

Master Resume Checklist

- Choose a clear target role.
- Use simple, readable formatting.
- Put the most relevant information where it is easy to find.
- Use measurable evidence where you genuinely have it.
- Remove filler and vague claims.
- Check spelling, dates, titles and contact information.
- Save one master version before tailoring it for individual jobs.

AI Prompt — Resume Improvement

Act as a professional resume editor. I will provide my real background and current resume. Improve clarity, structure, relevance and professional wording for the target role below. Do not invent or exaggerate any qualification, experience, achievement, employer, certification, date or number. First identify weaknesses, then suggest improved wording, then provide the revised version. Target role: [ROLE] My real background: [BACKGROUND] Current resume: [PASTE RESUME]

Fresher Prompt

I am a fresher applying for [ROLE]. Using only the information I provide, help me present my education, projects, internships, coursework, certifications, skills and achievements professionally. Do not invent experience. Give me: 1) professional summary, 2) skills section, 3) project bullets, 4) internship bullets if applicable, 5) improvements I should make.

Module 2 — Job Description → Resume Matcher

This workflow helps you decide whether a vacancy is relevant and what parts of your real background should be emphasized. It does not mean copying every keyword or claiming skills you do not have.

Step-by-step

- Paste the complete job description.
- Ask AI to extract responsibilities, required skills and preferred skills.
- Compare those requirements with your real background.
- Mark each requirement: Strong match / Partial match / Gap.
- Tailor only the areas supported by your real evidence.
- Review the final resume manually before applying.

Job Matcher Prompt

Analyze this job description against my real background. Extract: (1) core responsibilities, (2) required skills, (3) preferred skills, (4) important terminology, and (5) evidence the employer appears to value. Then compare these with my background and create a table with Strong Match, Partial Match, and Gap. Do not recommend that I claim any skill or experience I do not actually have. Job description: [PASTE] My background: [PASTE]

Application Decision Checklist

- I understand the main responsibilities.
- I meet the essential requirements or have a credible transferable match.
- My resume reflects relevant real evidence.
- I can explain my experience in an interview.
- I have checked the application deadline and instructions.

Module 3 — Applications & Recruiter Messages

Avoid sending the same generic message to every recruiter. Keep communication short, relevant and professional.

Cover Letter Prompt

Write a concise, professional cover letter for the role below. Use only facts from my background. Connect my strongest relevant evidence to the employer's needs. Avoid generic clichés and do not invent experience.

Company: [COMPANY] Role: [ROLE] Job description: [PASTE] My background: [PASTE]

Recruiter Message Prompt

Write a short LinkedIn message to a recruiter for [ROLE]. Mention one or two genuinely relevant strengths from my background. Keep it professional, natural and under 80 words. Do not exaggerate or claim experience I do not have. My background: [PASTE]

Follow-Up Prompt

Write a polite follow-up message for a job application submitted [NUMBER] days ago. Keep it concise, professional and non-demanding. Mention the role and company. Do not imply that I have received an interview or response unless I actually have.

Module 4 — AI Interview Preparation

Use AI as a practice partner. Your final answers should sound like you, not like a script generated by a machine.

Mock Interview Prompt

Act as an interviewer for [ROLE] at [COMPANY]. Conduct a realistic interview one question at a time. Ask a mixture of introduction, behavioral, role-specific and problem-solving questions. After each answer, give concise feedback on clarity, relevance, structure and evidence. Do not rewrite my answer unless I ask you to.

STAR Answer Builder

Help me structure my real experience using the STAR method: Situation, Task, Action, Result. Ask me questions if information is missing. Do not invent details. Question: [INTERVIEW QUESTION] My experience/notes: [PASTE]

Interview Readiness Checklist

- I can introduce myself in 60–90 seconds.
- I have 5–7 real examples from study/work/projects.
- I can explain my strongest skills with evidence.
- I know the company and role basics.
- I have prepared questions to ask the interviewer.
- I have practiced aloud, not only written answers.

Module 5 — LinkedIn & Job Profile Optimization

The goal is clarity and relevance. Optimize your profile around the roles you genuinely want—not every possible job.

LinkedIn Headline Prompt

Create 5 professional LinkedIn headline options for me based only on my real background. Each should clearly communicate my target role, relevant skills and professional direction without exaggeration. Target role: [ROLE]
Skills: [SKILLS] Experience/education: [INFO]

About Section Prompt

Write a concise LinkedIn About section using only my real information. Make it clear what I do, what I am good at, what type of opportunity I am seeking and what evidence supports my strengths. Avoid buzzwords and unsupported claims.

Profile Checklist

- Professional profile photo
- Clear target-role headline
- Concise About section
- Relevant skills
- Accurate experience/projects
- Education and certifications
- Relevant keywords used naturally
- Contact/job preferences reviewed

Module 6 — Job Application Management

A good job search is a pipeline. Track your applications so you know what is working instead of relying on memory.

Recommended Tracker Fields

Company	Role	Date	Source	Resume Version	Status	Follow-up	Interview	Notes

Weekly Review

- How many relevant jobs did I apply to?
- How many applications received responses?
- Which resume version performed better?
- Which job types produced interviews?
- What repeated skill gap should I address?
- What will I change next week?

Module 7 — High-Value AI Prompt Library

Job Search Planner

Create a 7-day job-search plan for my target role using my background, available time and preferred job locations. Prioritize high-fit opportunities and practical actions.

Skill Gap Analysis

Compare my current skills with this target role. Separate must-have gaps from nice-to-have gaps and suggest realistic ways to improve the highest-priority gaps.

Achievement Generator

Ask me questions that help uncover measurable achievements from my real work, studies, projects or internships. Do not invent metrics.

Resume Critic

Review my resume against this job description. Identify the five highest-impact improvements and explain why each matters.

Interview Question Generator

Generate 20 realistic interview questions for [ROLE], grouped into introduction, behavioral, role-specific and situational questions.

Answer Feedback

Evaluate my interview answer for clarity, relevance, evidence and structure. Give three specific improvements without inventing content.

Professional Email

Rewrite my draft into a concise, polite professional email. Preserve the facts and intended meaning.

Application Prioritizer

Rank these job opportunities by fit using my real skills, experience and stated preferences. Explain the ranking.

Bonus 1 — 50 AI Resume Prompts

Use these as starting points. Replace bracketed fields with your real information.

Prompt 1

Improve my professional summary for [ROLE] using only my real background.

Prompt 2

Rewrite this bullet to be clearer and more outcome-focused without inventing metrics: [BULLET].

Prompt 3

Turn this project description into 3 concise resume bullets: [PROJECT].

Prompt 4

Identify vague phrases in my resume and suggest precise alternatives.

Prompt 5

Extract the skills genuinely demonstrated by my experience: [EXPERIENCE].

Prompt 6

Create a keyword checklist from this job description: [JD].

Prompt 7

Compare my resume with this job description and list missing evidence.

Prompt 8

Suggest the best order for my resume sections for a fresher applying to [ROLE].

Prompt 9

Rewrite my internship bullets for clarity while preserving facts.

Prompt 10

Convert these responsibilities into achievement-oriented bullets without exaggeration: [TEXT].

Prompt 11

Improve my professional summary for [ROLE] using only my real background.

Prompt 12

Rewrite this bullet to be clearer and more outcome-focused without inventing metrics: [BULLET].

Prompt 13

Turn this project description into 3 concise resume bullets: [PROJECT].

Prompt 14

Identify vague phrases in my resume and suggest precise alternatives.

Prompt 15

Extract the skills genuinely demonstrated by my experience: [EXPERIENCE].

Prompt 16

Create a keyword checklist from this job description: [JD].

Prompt 17

Compare my resume with this job description and list missing evidence.

Prompt 18

Suggest the best order for my resume sections for a fresher applying to [ROLE].

Prompt 19

Rewrite my internship bullets for clarity while preserving facts.

Prompt 20

Convert these responsibilities into achievement-oriented bullets without exaggeration: [TEXT].

Prompt 21

Improve my professional summary for [ROLE] using only my real background.

Prompt 22

Rewrite this bullet to be clearer and more outcome-focused without inventing metrics: [BULLET].

Prompt 23

Turn this project description into 3 concise resume bullets: [PROJECT].

Prompt 24

Identify vague phrases in my resume and suggest precise alternatives.

Prompt 25

Extract the skills genuinely demonstrated by my experience: [EXPERIENCE].

Prompt 26

Create a keyword checklist from this job description: [JD].

Prompt 27

Compare my resume with this job description and list missing evidence.

Prompt 28

Suggest the best order for my resume sections for a fresher applying to [ROLE].

Prompt 29

Rewrite my internship bullets for clarity while preserving facts.

Prompt 30

Convert these responsibilities into achievement-oriented bullets without exaggeration: [TEXT].

Prompt 31

Improve my professional summary for [ROLE] using only my real background.

Prompt 32

Rewrite this bullet to be clearer and more outcome-focused without inventing metrics: [BULLET].

Prompt 33

Turn this project description into 3 concise resume bullets: [PROJECT].

Prompt 34

Identify vague phrases in my resume and suggest precise alternatives.

Prompt 35

Extract the skills genuinely demonstrated by my experience: [EXPERIENCE].

Prompt 36

Create a keyword checklist from this job description: [JD].

Prompt 37

Compare my resume with this job description and list missing evidence.

Prompt 38

Suggest the best order for my resume sections for a fresher applying to [ROLE].

Prompt 39

Rewrite my internship bullets for clarity while preserving facts.

Prompt 40

Convert these responsibilities into achievement-oriented bullets without exaggeration: [TEXT].

Prompt 41

Improve my professional summary for [ROLE] using only my real background.

Prompt 42

Rewrite this bullet to be clearer and more outcome-focused without inventing metrics: [BULLET].

Prompt 43

Turn this project description into 3 concise resume bullets: [PROJECT].

Prompt 44

Identify vague phrases in my resume and suggest precise alternatives.

Prompt 45

Extract the skills genuinely demonstrated by my experience: [EXPERIENCE].

Prompt 46

Create a keyword checklist from this job description: [JD].

Prompt 47

Compare my resume with this job description and list missing evidence.

Prompt 48

Suggest the best order for my resume sections for a fresher applying to [ROLE].

Prompt 49

Rewrite my internship bullets for clarity while preserving facts.

Prompt 50

Convert these responsibilities into achievement-oriented bullets without exaggeration: [TEXT].

Bonus 2 — 30 AI Interview Prompts

Prompt 1

Conduct a mock HR interview for [ROLE], one question at a time.

Prompt 2

Ask me five strong follow-up questions based on my answer.

Prompt 3

Help me structure this real experience using STAR: [EXPERIENCE].

Prompt 4

Give feedback on this answer for clarity and relevance: [ANSWER].

Prompt 5

Ask me common fresher interview questions for [ROLE].

Prompt 6

Ask me role-specific questions based on this job description: [JD].

Prompt 7

Help me answer 'Tell me about yourself' using my real background.

Prompt 8

Help me prepare for a weakness question without using a cliché.

Prompt 9

Give me five behavioral questions about teamwork.

Prompt 10

Give me five questions about handling failure or mistakes.

Prompt 11

Conduct a mock HR interview for [ROLE], one question at a time.

Prompt 12

Ask me five strong follow-up questions based on my answer.

Prompt 13

Help me structure this real experience using STAR: [EXPERIENCE].

Prompt 14

Give feedback on this answer for clarity and relevance: [ANSWER].

Prompt 15

Ask me common fresher interview questions for [ROLE].

Prompt 16

Ask me role-specific questions based on this job description: [JD].

Prompt 17

Help me answer 'Tell me about yourself' using my real background.

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Help me prepare for a weakness question without using a cliché.

Prompt 19

Give me five behavioral questions about teamwork.

Prompt 20

Give me five questions about handling failure or mistakes.

Prompt 21

Conduct a mock HR interview for [ROLE], one question at a time.

Prompt 22

Ask me five strong follow-up questions based on my answer.

Prompt 23

Help me structure this real experience using STAR: [EXPERIENCE].

Prompt 24

Give feedback on this answer for clarity and relevance: [ANSWER].

Prompt 25

Ask me common fresher interview questions for [ROLE].

Prompt 26

Ask me role-specific questions based on this job description: [JD].

Prompt 27

Help me answer 'Tell me about yourself' using my real background.

Prompt 28

Help me prepare for a weakness question without using a cliché.

Prompt 29

Give me five behavioral questions about teamwork.

Prompt 30

Give me five questions about handling failure or mistakes.

Bonus 3 — 100 Professional English Interview Phrases

Use these as language support. Adapt them to your real situation rather than memorizing them mechanically.

Phrase 1

Thank you for the opportunity to introduce myself.

Phrase 2

Let me briefly walk you through my background.

Phrase 3

My strongest relevant skill is...

Phrase 4

One example that demonstrates this is...

Phrase 5

In that situation, my responsibility was...

Phrase 6

The action I took was...

Phrase 7

The result was...

Phrase 8

What I learned from that experience was...

Phrase 9

I would approach the problem by first understanding...

Phrase 10

Could you please clarify the question?

Phrase 11

May I take a moment to think about that?

Phrase 12

I have experience with...

Phrase 13

I am currently improving my skills in...

Phrase 14

I am particularly interested in this role because...

Phrase 15

I believe my background aligns with the role because...

Phrase 16

One area I am actively developing is...

Phrase 17

I welcome constructive feedback because...

Phrase 18

I work well both independently and as part of a team.

Phrase 19

I would be happy to explain that with an example.

Phrase 20

Could you tell me more about the team's priorities?

Phrase 21

Thank you for the opportunity to introduce myself.

Phrase 22

Let me briefly walk you through my background.

Phrase 23

My strongest relevant skill is...

Phrase 24

One example that demonstrates this is...

Phrase 25

In that situation, my responsibility was...

Phrase 26

The action I took was...

Phrase 27

The result was...

Phrase 28

What I learned from that experience was...

Phrase 29

I would approach the problem by first understanding...

Phrase 30

Could you please clarify the question?

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May I take a moment to think about that?

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I have experience with...

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Could you tell me more about the team's priorities?

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Thank you for the opportunity to introduce myself.

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I would approach the problem by first understanding...

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I am currently improving my skills in...

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In that situation, my responsibility was...

Phrase 66

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I welcome constructive feedback because...

Phrase 98

I work well both independently and as part of a team.

Phrase 99

I would be happy to explain that with an example.

Phrase 100

Could you tell me more about the team's priorities?

Bonus 4 — ATS & Application Final Checklist

Before you click Apply, run this quick check.

- Target role is clearly defined.
- Resume is readable and consistently formatted.
- Contact details are accurate.
- Job-relevant skills are easy to find.
- Relevant experience/projects are prioritized.
- Job-description requirements were reviewed.
- Resume contains only truthful information.
- File name is professional.
- Application instructions were followed.
- Cover letter/message is personalized where appropriate.
- Final document was reviewed by a human—not accepted blindly from AI.

Bonus 5 — LinkedIn Optimization Checklist

- Headline states target role and relevant strengths.
- About section is concise and specific.
- Experience is accurate and evidence-based.
- Projects are included where useful.
- Relevant skills are selected.
- Profile is consistent with resume.
- Job preferences are reviewed.
- Public contact information is appropriate.

Your Weekly Job Search Scorecard

Track activity and outcomes. Improve the process based on evidence, not guesswork.

Metric	Week 1	Week 2	Week 3	Week 4
Relevant applications				
Responses				
Interviews				
Follow-ups				
Most effective resume version				
Main lesson				

Final reminder

AI can help you work faster and communicate more clearly. It cannot guarantee an interview or job offer. Your strongest advantage remains truthful evidence, relevant skills, thoughtful applications and consistent follow-through.

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