AI TOOLKIT SERIES · APPLYING

N° 114

Your Application, Noticed

A clear CV and a letter that convince, for every single offer, with AI.

10 prompts to target the offer, build your CV, adapt it to screening software, write your letter and proofread with care.

Free for the SYSTINFO community

Swipe >

GOOD TO KNOW

AI helps you, you stay truthful.

In 2026, most CVs are first read by screening software (ATS) or an AI before any human recruiter. Assistants (ChatGPT, Gemini, Le Chat) help you target, structure and tailor your application, on three conditions.

- **Everything must be true**
  Never invent a degree, a role or a figure. AI phrases things better, but it is your real track record that gets checked in interviews and with references.
- **Never paste anything confidential**
  No ID numbers or overly personal data in AI. Describe your experience in general terms before asking for help.
- **Keep your own voice**
  An over-polished, generic text shows. Reread, cut the jargon, add a concrete example: the recruiter should sense a person.

The right reflex: let AI prepare the draft, keep the truth and your style for yourself.

THE METHOD

Ten prompts, five steps.

No technical skills needed. These 10 prompts take you from spotting the offer to sending the application: target, build the CV, adapt it, convince with the letter, then proofread. Adapt the brackets to you.

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

01 **Target the offer**
· 2 prompts

02 **Build the CV**
· 2 prompts

03 **Pass the screen**
· 2 prompts

04 **Win them over**
· 2 prompts

05 **Proof and follow up**
· 2 prompts

PROMPT 01 · TARGET

The Offer, Decoded

PROMPT TO COPY

Role: you are a recruiter who reads between the lines of job ads.
Context: here is the offer I want: [paste the ad].
Task: tell me what this role really demands.
Format: the 5 key skills expected, the important words in the ad, and the 3 qualities sought but left unwritten.

What you get

You know what is wanted before writing a line. Aiming right avoids the one-size-fits-all CV that gets forgotten.

PROMPT 02 · TARGET

The Mirror Profile

PROMPT TO COPY

Role: you are a career adviser.
Context: here is my background: [experience, training, skills]; I am targeting [job title].
Task: compare my profile to the offer.
Format: my 4 strengths to highlight, my 2 gaps and how to offset them honestly.

What you get

You bet on your real strengths and address doubts early. Knowing yourself against the offer is half the battle.

PROMPT 03 · BUILD

The Structured CV

PROMPT TO COPY

Role: you are an expert in clear, effective CVs.
Context: I am applying as [role]; here is my information: [background].
Task: suggest a simple, easy-to-read CV structure.
Format: the sections in the right order, what each one holds, and a 2-line summary at the top of the CV.

What you get

Your CV reads in 20 seconds, the way a recruiter reads it. A clear structure puts your value up front.

PROMPT 04 · BUILD

The Measured Impact

PROMPT TO COPY

Role: you are a coach who turns tasks into results.
Context: here is what I did in my role: [duties and tasks].
Task: rewrite each task as a concrete result.
Format: action phrases starting with a verb and, where possible, a number or a measurable effect. Star anything still to check.

What you get

Your experience proves instead of describing. One figure beats ten adjectives on a CV.

PROMPT 05 · ADAPT

The Tailored CV

PROMPT TO COPY

Role: you are a recruiter who tailors each CV to the offer.
Context: here is my CV: [paste]; here is the target offer: [paste].
Task: tailor my CV to this specific offer.
Format: what to highlight, what to remove, and the ideal order of experiences. Change no facts.

What you get

Each application speaks to that role, not another. A tailored CV beats a generic one.

PROMPT 06 · ADAPT

The Words That Pass

PROMPT TO COPY

Role: you are a specialist in CV screening software (ATS).
Context: here is the offer: [paste]; here is my CV: [paste].
Task: find the expected keywords my CV should echo.
Format: the important terms from the offer, which are missing from my CV, and where to add them naturally, no stuffing.

What you get

Your CV clears the first automated filter. Speaking the offer's words gets you to the recruiter.

The Letter That Hooks

PROMPT TO COPY

Role: you are a writer of short, lively cover letters.
Context: I am applying as [role] at [organisation]; my main asset: [strength].
Task: write me a brief, sincere letter.
Format: an opening that draws them in, a paragraph on what I bring, one on why them, and a closing line. Ten lines maximum.

What you get

Your letter reads in one go and makes them want to meet you. Short and sincere beats long and flat.

PROMPT 08 · CONVINCE

The Headline That Grabs

PROMPT TO COPY

Role: you are an expert in online profiles (LinkedIn).
Context: my job: [role]; what sets me apart: [specialty].
Task: suggest a profile headline and a short summary.
Format: three headline options to choose from, and a 4-line first-person summary, clear and jargon-free.

What you get

People get who you are from the first line. A good headline draws the recruiters searching for your profile.

The Flawless Reread

PROMPT TO COPY

Role: you are a demanding yet kind proofreader.
Context: here are my CV and letter: [paste].
Task: reread and correct without changing the meaning.
Format: errors fixed, heavy phrasings lightened, and a reminder of items to check (dates, figures, contact details).

What you get

You send a clean file, with no distracting mistake. A tidy detail inspires trust at first glance.

PROMPT 10 · PROOF

The Right Follow-Up

PROMPT TO COPY

Role: you are an adviser who handles application follow-ups well.
Context: I applied at [organisation] on [date] for [role] and have had no reply.
Task: help me follow up politely, without pushing.
Format: a short, courteous message that recalls my application, restates my interest and leaves the door open. Light tone.

What you get

You stay in mind without being a bother. A good follow-up shows motivation, not impatience.

THANK YOU · YOUR TURN

One sentence, a big thank you.

These cards are offered to you, with no ads. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to thank us on one of our channels. A public word, even a short one, encourages us to keep guiding you, one tip at a time.

Scan to join us and say thank you

WhatsApp **Mattermost** **LinkedIn** **Facebook**

systinfo.org · systinfo.ai · blog.systinfo.ai