

# 19 Claude Prompts

## to Land Your Next Job in 60 Days

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Copy any prompt directly into claude.ai — the free tier is all you need. Fill in the [brackets] with your details and go.

- 01-03 Accountability
- 04-06 CV & Applications
- 07-09 LinkedIn
- 10-12 Cover Letters
- 13-15 Interviews
- 16-19 System & Offers

### HOW TO USE THIS GUIDE

- 1 Open claude.ai — sign up free, no credit card needed.
- 2 Find the prompt you need and copy the full text.
- 3 Fill in the [brackets] with your real information.
- 4 Paste into Claude and press send. Iterate until it's right.

## PROMPT 01

**Daily Morning Standup**

*When: Every single morning before you start*

Good morning. I'm in day [X] of my 60-day job search. Yesterday I [what you actually did — be specific]. Today I plan to [your concrete plan]. I'm feeling [confident / stuck / avoidant / anxious]. Tell me: is my plan for today enough to stay on track? What am I avoiding? Give me one specific thing I should do in the first 30 minutes.

**TIP** Be honest. Claude only knows what you tell it — vague input gives vague output.

## PROMPT 02

**Weekly Accountability Review**

*When: Every Monday morning*

Here's my week: applied to [N] roles, had [N] conversations, completed [N] mock interviews, did [N] follow-ups. Compared to last week I am [better/worse/same] and here's why: [your honest take]. Be direct — am I on track to land a job within 60 days? What one thing do I need to change this coming week?

**TIP** Paste this alongside your tracker summary for the most useful response.

## PROMPT 03

**When You're Losing Momentum**

*When: Any time you haven't applied in 3+ days*

I haven't applied to anything in [X] days. I feel [stuck / demotivated / overwhelmed / scared]. Don't give me a pep talk. Don't tell me it'll be okay. Give me one specific, concrete thing I can do in the next 30 minutes that will move me forward — small enough that I'll actually do it right now.

**TIP** This works because it removes optionality. You're not choosing what to do, Claude is.

## PROMPT 04

**Diagnose Your CV**

*When: Before your first application — and after any rejections*

I'm going to paste my CV below. Please review it and give me honest, specific feedback on: (1) clarity and impact of my bullet points, (2) any clichés or weak language to cut, (3) what's missing that a hiring manager would want to see, and (4) how well it would likely do with ATS systems. Be direct — don't soften it. [paste your full CV]

**TIP** Paste as plain text. Don't worry about formatting — content is what matters here.

## PROMPT 05

**Rewrite Bullet Points**

*When: After CV diagnosis, before tailoring*

Take these bullet points from my CV and rewrite them to be stronger. Use the format: strong action verb → what I did → the result or scale. Keep them concise (1–2 lines max). Avoid passive language, vague adjectives, and anything that sounds like it was written by a committee. [paste your 3–5 weakest bullets]

**TIP** Numbers make bullets land. If you don't have exact figures, use ranges ("20–30%").

## PROMPT 06

**Tailor CV for a Specific Role**

*When: Every single application — no generic CVs*

Here is my CV: [paste CV]. Here is a job description I want to apply for: [paste JD]. Please suggest specific edits to my CV to better match this role — highlight relevant experience, adjust language to mirror their keywords, and flag any gaps I should address in a cover letter. Don't rewrite the whole thing — just tell me what to change and why.

**TIP** Mirror the exact language from the JD. ATS systems do keyword matching.

## PROMPT 07

**Write a Magnetic LinkedIn Headline**

*When: Profile setup — before you start applying*

I'm a [your role/title] with [X years] experience in [your industry]. My strengths are [2-3 core skills]. I'm now open to roles in [target area]. Write me 5 LinkedIn headline options — some keyword-rich for search, some more human and story-driven. Keep each under 200 characters. Don't start any of them with 'Passionate' or 'Experienced'.

**TIP** Pick the one a stranger would click on, not the one that makes you comfortable.

## PROMPT 08

**Write Your LinkedIn About Section**

*When: Profile setup*

Write a LinkedIn About section for me. I'll give you the raw material — you shape it into something compelling. It should open with a hook (not 'I am a...' — ever), cover what I do and what I'm known for, touch on what drives me, and end with a clear signal of what I'm looking for. First person, conversational, no jargon. Keep it under 300 words. [paste a paragraph about yourself in your own words]

**TIP** Write your raw paragraph in 5 minutes without editing. Give Claude the messy version.

## PROMPT 09

**Network Outreach Message**

*When: Reaching out to former colleagues or contacts*

I want to reach out to a former colleague on LinkedIn to let them know I'm job hunting and ask if they'd be willing to have a quick call. We worked together at [company], I [brief description of relationship — e.g. was their direct report for 2 years]. Write me a short, warm, non-needy message — around 4-6 sentences. No 'hope this finds you well.' No generic flattery.

**TIP** Send 3-5 of these per week. Your network opens doors Claude can't.

## PROMPT 10

**Cover Letter in 10 Minutes**

*When: Every application — after tailoring your CV*

Write a cover letter for this role. CV: [paste CV]. Job description: [paste JD]. My honest reason for wanting this role: [2–3 sentences in your own words — be genuine, not polished]. Keep it to 3 paragraphs: why them, why me, what I'd bring. Don't use hollow phrases like 'I am passionate about' or 'I would be a great fit.' Make it direct and specific.

**TIP** Always read the draft out loud. If you wouldn't say it, change it.

## PROMPT 11

**Research the Company Fast**

*When: Before applying or before any interview*

I have an interview / am applying to [company name]. They work in [industry]. Based on what you know, summarise: their business model, what they're known for, recent news or developments, key competitors, and 2–3 smart questions I could reference in a cover letter or interview to show I've done my homework. Flag anything you're uncertain about so I can verify it.

**TIP** Always verify anything Claude gives you about specific companies — it can be outdated.

## PROMPT 12

**Address a Gap or Red Flag**

*When: When your background isn't a perfect match*

I'm applying for a [role] but I'm worried about this potential red flag: [e.g. gap in employment / career change / less experience than listed / left under difficult circumstances]. Help me frame this positively and honestly — either in my cover letter or if asked in an interview. I don't want to hide it. I want to own it in a way that doesn't make it the first thing they think about.

**TIP** Owning a gap directly and briefly is always better than hoping they don't notice.

**PROMPT 13****Full Mock Interview**

*When: Before every single interview — no exceptions*

I have an interview for a [role title] at a [type of company]. I'd like you to act as the interviewer. Ask me one question at a time — start with a classic opener, then move to behavioural questions, then role-specific ones. After each answer I give, tell me: what worked, what was vague or too long, and what I should add or cut. Start with your first question now.

**TIP** *Speak your answers out loud, then type them. This is closer to the real thing.*

**PROMPT 14****Strengthen a STAR Answer**

*When: After mock interview — before the real one*

Here is my answer to the interview question '[paste question]': [paste your answer]. Please evaluate it using the STAR framework (Situation, Task, Action, Result). What's missing? Where am I being vague or spending too long on context? Suggest a tightened version that lands the Result more clearly and doesn't ramble.

**TIP** *The Result is the most important part — most people underdevelop it.*

**PROMPT 15****Smart Questions to Ask**

*When: The day before any interview*

I'm interviewing for a [role] at [company]. Generate 8 thoughtful questions I could ask at the end of the interview — a mix of: questions that show strategic thinking about their market or challenges, questions about how the team actually works day-to-day, and questions that help me evaluate if this role is genuinely right for me. Avoid anything clearly answered on their website or in the job description.

**TIP** *Asking 2–3 good questions at the end is remembered. Asking zero is also remembered.*

## PROMPT 16

**Audit Your Application Tracker**

*When: Weekly, alongside your Monday review*

Here's my application tracker: [paste it]. Please analyse it and tell me: (1) what's been sitting in 'Applied' for over 10 days with no follow-up, (2) any patterns you notice in what I'm applying to or avoiding, (3) which applications have the most potential I should push harder on, (4) what I should deprioritise or close out.

**TIP** Mark anything as Ghosted after 14 days. False hope wastes mental energy.

## PROMPT 17

**Weekly Check-in**

*When: Every Monday with your tracker summary*

I'm in week [X] of my 60-day job search. Here's where I am: [paste tracker summary]. Applied to [N] roles total, have [N] interviews lined up, heard nothing from [N]. Help me: identify where to focus this week, flag anything I'm neglecting, tell me honestly if my pace is enough for the 60-day target, and suggest one thing to do differently to get more traction.

**TIP** Consistency of weekly review matters more than perfection of any single week.

## PROMPT 18

**Follow-up Email After Interview**

*When: Same day as the interview — within 2 hours*

I had an interview today for a [role] at [company]. The interviewer was [name]. We talked about [1–2 specific topics from the conversation]. I felt [how it went — be honest]. Write me a short, warm follow-up email — not gushing, just genuine. It should reference something specific from our conversation and leave the door open without being desperate. Keep it under 150 words.

**TIP** Send it the same day. Waiting until tomorrow is too late.

## PROMPT 19

**Negotiate Your Offer**

*When: As soon as you receive an offer*

I've received a job offer. The salary offered is [X], but based on my research and experience I was expecting [Y]. Help me draft a response that: expresses genuine enthusiasm for the role, makes a clear and specific counter-offer with brief justification, and doesn't burn any goodwill or come across as aggressive. Tone: confident but collaborative.

**TIP** Always negotiate. The worst they say is no. The gap is usually bridgeable.

#	Prompt Name	Category	When to use
01	Daily Morning Standup	Accountability	Every morning
02	Weekly Accountability Review	Accountability	Every Monday
03	When Losing Momentum	Accountability	When stuck 3+ days
04	Diagnose Your CV	CV	Before first application
05	Rewrite Bullet Points	CV	After diagnosis
06	Tailor CV for a Role	CV	Every application
07	Magnetic Headline	LinkedIn	Profile setup
08	About Section	LinkedIn	Profile setup
09	Network Outreach	LinkedIn	Reaching out
10	Cover Letter in 10 Min	Cover Letters	Every application
11	Research the Company	Cover Letters	Before applying/interview
12	Address a Gap	Cover Letters	When background is imperfect
13	Full Mock Interview	Interviews	Before every interview
14	Strengthen STAR Answer	Interviews	After mock interview
15	Smart Questions to Ask	Interviews	Day before interview
16	Audit Your Tracker	System & Offers	Weekly with review
17	Weekly Check-in	System & Offers	Every Monday
18	Follow-up Email	System & Offers	Same day as interview
19	Negotiate Your Offer	System & Offers	When offer arrives

**Remember:** The free tier at [claude.ai](https://claude.ai) is all you need. Open it, paste the prompt, fill in the brackets, and go. Do the daily standup every morning. Track every application. 60 days starts now.