AI Prompts Reference Sheet

"Turn Your Performance Reviews Into Job Offers"

Weekly AI Synthesis Prompt

When to use: Every Friday afternoon (15 minutes)
 Purpose: Transform daily notes into structured achievement records

I'm documenting my professional achievements for future job applications. Here are my daily notes from this week: [paste your notes]. Please help me:

1. Identify the 2-3 most significant accomplishments
2. Rewrite each using the CAR framework (Challenge-Action-Result)
3. Suggest where quantifiable metrics could strengthen each achievement
4. Flag which skills each accomplishment demonstrates

Interview Story Generation Prompt

When to use: When preparing for interviews
 Purpose: Create compelling STAR-format interview responses

Review my Career Capital Portfolio [paste relevant section] and generate three interview stories that demonstrate my ability to [insert specific competency from job description]. Format each as a 90-second STAR response.

Resume Customization Prompt

When to use: When applying for a specific role
 Purpose: Generate targeted resumes quickly

Using my Career Capital Portfolio, create a resume that emphasizes [key competency/focus area from job description] achievements. Include only the most relevant examples with the strongest metrics.

Interview Preparation Prompt

When to use: After scheduling an interview
 Purpose: Match your achievements to job requirements

Based on this job description [paste], identify which of my documented achievements best demonstrate each required competency. Prepare two STAR stories for each competency.

Achievement Extraction Prompt

When to use: Getting started with existing materials
 Purpose: Extract structured achievements from past documents

Help me extract and structure my key achievements from these documents using the CAR framework.

Daily Capture Framework

When to use: End of each workday (5 minutes)
 Purpose: Capture achievements in real-time

Three questions to answer:

1. What did I complete or significantly advance today?
2. What positive feedback did I receive, and from whom?
3. What measurable impact did my work create?

Tips for Using These Prompts

- **Be specific:** The more detailed your input, the better the AI output

- **Iterate:** Don't expect perfection on the first try—refine the AI's responses
- **Maintain authenticity:** Use AI to structure and polish, but keep your authentic voice
- **Update regularly:** Your Career Capital Portfolio grows more valuable over time
- **Customize:** Adapt these prompts to your specific industry and role

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Career Capital Portfolio Structure

Organize your achievements by competency categories relevant to your field:

Example categories for Product Management:

- Product strategy and roadmap development
- Cross-functional team leadership
- Data-driven decision making
- Stakeholder management
- Technical implementation oversight

Example categories for Marketing:

- Campaign strategy and execution
- Brand development and positioning
- Data analytics and ROI optimization
- Team leadership and collaboration
- Customer insights and market research

Example categories for Engineering:

- Technical architecture and design
- Problem-solving and debugging
- Cross-functional collaboration
- Code quality and best practices
- Performance optimization

The Three-Layer System Summary

1. **Real-Time Capture** (Daily, 5 minutes)
   - Answer three questions at end of day
   - Capture raw achievements and feedback
2. **Weekly AI Synthesis** (Weekly, 15 minutes)
   - Use AI to structure achievements

- - Apply CAR framework
  - Identify metrics and skills
3. **Strategic Packaging** (Monthly, 30 minutes)
   - Organize into Career Capital Portfolio
   - File by competency categories
   - Build comprehensive evidence library

From the podcast "AI and Your Next Job" - Episode 12/08/2025, Hosted by Brian C. Newman.