

## Resume Writing

- Write me a resume that effectively presents my name
- email : abc123@gmail.com , phoneno.
- Education: your education/Degrees with CGPA/%
- Must include :
- ★ Professional Experience:
  - mention 5 bullet points on your Graduation degree information
- I am seeking for the job role of Job Title (similar name)
- ❖ Also, refer to my academic achievement as a gold medalist in your field & I'm certified certification you have completed.

## Option 2

- I am [Name] looking for [Job Title] Job.
- I have completed my graduation in [Field/Stream] with [ CGPA] from [college Name] in [Year of Passing] [location] which comes under [University] & completed my Masters in [Stream] from the same [College]. Help me to make a professional resume suitable for my profession in sr. [Job Title] who has [X] years of experience in the [Industry.]
- Contact Info: Phone [123456789]  
[MAILID]
- Objective:  
To leverage my extensive experience and skills in [Job Title] to contribute effectively to a dynamic organization, ensuring seamless operation of [Industry] and delivering optimal performance.
- Help me to introduce the objectives given below & mention 5-6 bullet points on it :
  1. Experienced {Job Title} with over [X years] of hands-on experience of(filed .
  2. Proven track record of technical support in various environments. Strong expertise in [mention specific technologies or systems].
- Technical Skills : [Technical Skills]
- Certifications : [Certifications completed]
- Extra-curricular activity :

## email writing for following up on tasks in the meeting

I'm a Team Leader in [organization/company], we had a meeting regarding task distribution to team members.

Help me to Draft an email to follow up on the key points discussed during our meeting on [meeting topic] held on [date]. Include specific action items for [name] and [name] and a timeline for completion. Also ask team members to give an explanation of the status of tasks discussed, and to mention if any difficulty is there.

Template for Report should contain :

- Team members name, task assigned, task completed status, remaining task.
- Difficulty (if facing) : Team member should mention if he facing any errors/issues.  
He should mention what help he needs from others.  
any technical error he facing

I am [Name], please write a letter to a [person name] who has made a positive impact on my life. I was a total newbie in the IT field. also, mention list of three things you are grateful for today. Describe a moment that brought you joy and gratitude. also Reflect on a challenge of [challenge you faced & overcome] you overcame and what you learned from it. Also, focus on the point that day we discussed about the I had & how neatly my mentor solved it. Also, write bullet points on how he described the opportunities and prerequisites of the field.

## Sales Email Template Creation

- I require a sequence of customized email templates for different stages of our sales funnel cap initial contact, follow-up, and post-purchase.
- As a sales expert, could you design these templates specifically for our specific industry audience, including compelling subject lines and calls to action?

### **General Report Email Prompts:**

"Draft a professional email to share the [weekly/monthly] report on [specific topic/project]. Include key highlights and attach the detailed report."

"Create an email summarizing the findings from [Report Name/Research Topic], addressing [specific audience]. Ensure it is clear and concise."

"Write an email to submit a progress report on [Project Name]. Mention major milestones, challenges, and next steps."

#### **Specific Use Cases:**

Executive Summary for Leaders: "Help me write an executive-style email to update my [Manager/CEO/Team Lead] about the results of [report or project]. Keep it concise but impactful."

Project Updates: "Compose an email to share the project status report with the stakeholders. Highlight achievements, pending tasks, and risks."

Analytical Reports: "Create a data-driven email to share [Quarterly Results/Performance Metrics] with the [team/client]. Provide key insights and visuals (if needed)."

Meeting Follow-Up: "Draft an email summarizing the key points from [meeting/event]. Attach the full report and mention any required actions."

#### **Advanced and Creative Prompts:**

Tailored Tones: "Generate three versions of this email: formal, semi-formal, and friendly tones to suit different audiences."

Visual Touch: "Include ideas for embedding graphs or charts in an email summarizing [specific data]."

### **General Prompts for College Reports:**

"Help me draft an email to submit my [assignment/report] on [subject/topic] to my professor. Include a polite greeting and mention the attached document."

"Write a formal email to my college supervisor summarizing the findings of my [project/research report] on [topic]. Highlight key points and next steps."

"Create an email to request feedback on my [report/paper] submitted for [course/event]. Keep it professional and polite."

"Draft an email to inform my professor about the completion of my report on [topic], with an attached file. Keep it concise and professional."

Specific Examples:

Project Submission: "Compose an email to my professor submitting my final year project report on [subject]. Include a summary of my project and any additional attachments like presentations."

Group Report: "Write an email on behalf of my group to share the collaborative report on [topic]. Mention the contributors and request feedback."

Request for Clarification: "Draft an email to ask my professor for clarification about the requirements for our [report/project]. Be polite and clear."

Event/Internship Report: "Create an email to send my event participation or internship report to the college administration. Mention the highlights and express gratitude for the opportunity."

Polished Options for Tones:

Formal: "Could you provide a professional and formal draft for a report submission email?"

Semi-formal: "Generate an email that is polite but maintains a slightly casual tone for submitting my college report."

Prompt: "I want to learn about [insert topic]. Identify and share the most important 20% of learnings from this topic that will help me understand 80% of it."

Also, mention the bullet points of those 20% so it will cover up Most of the [topics Name].

## **Learn any new skill**

I want to learn [insert desired skill]. Create a 30-day learning plan that will help a beginner like me learn and improve this skill.

Need bullet points on how should i go with this [skill] learning.

Also, mention a few certificates about [skill desired]

“Prompt: What are the most important facts, dates, or formulas related to (topic)? Help me create a memorization technique to remember them easily.”

“Prompt: Use your knowledge of (topic) to solve a real-world problem. Explain your thought process and share your solution.”

“Prompt: Compare and contrast (concept 1) and (concept 2) to better understand their similarities and differences. Use examples to illustrate your points.”

“Prompt: I made a mistake while practicing (skill). [Describe the mistake if you can]. Can you explain what went wrong and how I can avoid making the same mistake in the future?”

“Prompt: I need to read a complicated article related to (topic). Here are the content [insert content]. Can you help me summarize the key points and takeaways from the text?”

## **Cover Letter Writing**

- Based on the job description for the job position at the company, generate a cover letter

Responsibilities :

★ Objective: ->

highlighting my relevant experience, skills, and why I am passionate about working for the company.

## **1 Interview Preparation**

- What are some industry-specific challenges or trends I should be aware of for the position of job position at the company?
- How can I demonstrate my understanding or propose potential solutions during the interview?

### Common Interview Questions

- Generate a list of common interview questions for a job position role within the industry."
- Also, list 5 important bullet points for the preparation of the interview