

## Hybrid Cover Letters – 5-step process using ChatGPT v(8)

**The WHY** - Most people don't use cover letters, and many of those who do don't do them well. This is an opportunity for you to stand out. It takes very little time and is well worth the effort.

**The HOW** - If you have never used ChatGPT before, enter the link <https://chatgpt.com/>. Always stay logged out, as you never have to create an account for this unless you choose to use the free version.

Important: ChatGPT or any other AI tool is very literal, and the way you write your commands is important.

**Have Ready** – Before starting, have the job description open on another tab, CHATGPT, as well as one with your resume ready.

### The Steps\*:

**Step 1A:** Enter this text into the prompt line:

***“Use this job advertisement to pull out the keywords, phrases, as well as a detailed list of the skills, experiences, and attitudes that are important to this employer,” then < paste in the job advertisement, and press enter>.***

**Step 1B:** When creating a cover letter or a cold call (in person/email) – Enter this text into the prompt line:

***“Search the internet for keywords, phrases, as well as a detailed list of the skills, experiences, and attitudes that are important for \_\_\_\_\_ as I am preparing a cold call cover letter for any opportunities they have now or in the future.”***

**Step 2:** Most people only ask for a cover letter, and they produce a great cover letter that has nothing to do with them and is guaranteed to fail. To succeed then:

Enter this text into the prompt line:

***“Please create a great\* customized cover letter that matches the employer's needs with my skills from my resume” (paste your resume skills here).***

*(\* - Feel free to insert “kickass” for “great,” lol)*

**Step 3: Review the resulting cover letter.** If you are not happy with it or if it is missing something you want to include. Enter this text into the prompt line:

***“Please redo and make the letter warmer and more personal.” Or “This cover letter is the same as all cover letters, please make it unique and something that is professional but stands out.”***

***\*\* Advanced Feature: I have noticed ChatGPT's patterns, ask it to: “Revise this cover letter to make it unique and to stand out from all others please.”***

**Step 4:** When you are happy with the result, copy the cover letter into a Word or Google Docs document. Then correct the spacing, paragraph alignment, and, IMPORTANTLY, include the name of the person the letter is intended for. I recommend calling the organization and asking for the name, position, and correct spelling.

**Tips:** Send me your cover letter, and I will check it over and get it back to you asap.

**Variation:** Preparing a “cold call” request – In step one, instead of pasting a job advertisement, copy and paste the organization’s “About” information from their website to provide ChatGPT with the information it requires.

**Step 5: WOW Guide:** As step 5, ask ChatGPT to create an application guide for you for the organization.

\* Creating a cover letter for a cold-call (in-person or email)