



STUDENT WORKBOOK

# Campus to Career: Job Hunt with AI

3 days, 3 hours a day · Online across India, in person from Jaipur



**AI Coaching India**

This workbook belongs to \_\_\_\_\_

Batch code: \_\_\_\_\_

# Campus to Career: Job Hunt with AI: Your Workbook

Dear learner,

Three days, one goal: your job hunt gets sharper, faster, and completely honest. This workbook holds every prompt we use, your own working notes, and the checkpoints that keep your applications truthful and your details safe. It is built for action: by the end of day 2 you will have applied to real openings, not practice ones. Keep this workbook in your bag through your whole job hunt, because the prompts work as well in month three as they do this week. Do not keep it tidy. Write in it, fold it, spill chai on it. A worn workbook and a working LinkedIn profile beat a clean workbook and a dream.

With warmth,

Team AI Coaching India

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## Before day one

- Bring your current resume in any state, even if it embarrasses you. Rough is perfect; rough is the raw material.
- Write down two or three roles or companies you would genuinely apply to. We will use them for real.
- Install the ChatGPT app (free) or bookmark [chatgpt.com](https://chatgpt.com), and the Google Gemini app or [gemini.google.com](https://gemini.google.com)
- Make sure you can log in to your LinkedIn account, or be ready to create one free in class
- Bookmark [perplexity.ai](https://perplexity.ai) and create a free Canva account if you can
- Bring a laptop if you have one; if not, tell us and we will pair you up at no extra cost
- One reassurance: nothing here needs paid tools, fluent English, or a fancy degree. Honest material, sharply presented, is the whole method.

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## Day 1: Resume and LinkedIn, rebuilt live

### What today was really about

Your resume gets six seconds from a human and less from ATS software, and today you rebuilt it for both readers. AI rewrote your bullet points live, turning "did marketing work" into specific, true statements of what you did and what came of it. The rule that ran through everything: polishing is fine, inventing is a trap, because interviews expose invention in minutes. Your LinkedIn got the same treatment, and you published it before leaving. Your professional face is now live. Notice how the method worked: AI asked you questions where your bullets were vague, and your real answers, the fest you organised, the shop accounts you handled, the project nobody asked about, turned out to be the material that was missing all along. You did not lack experience. You lacked the words for it.

### Prompts we used

1. Here is my resume: \_\_\_\_\_ (paste it all). Rewrite it as one clear page for the role of \_\_\_\_\_. Do not invent anything. Where a bullet is vague, ask me questions instead of

guessing.

2. Rewrite this bullet point to show the action I took and the result, keeping it completely true:  
\_\_\_\_\_
3. This job description says: \_\_\_\_\_ (paste it). Which words and skills from it truthfully apply to me, based on my resume? Do not stretch.
4. Write 3 LinkedIn headline options for a fresher in \_\_\_\_\_ who has done \_\_\_\_\_. Simple and specific, no buzzwords.
5. Draft my LinkedIn about section from these true facts: \_\_\_\_\_. Sound like a person, 5 to 6 lines, no "passionate" and no "dynamic".
6. Mera yeh bullet point bahut weak lag raha hai. Isse specific aur strong banao, par jo sach hai wahi rehna chahiye: \_\_\_\_\_
7. Review my finished resume like a recruiter with six seconds. What do you notice first, what do you skip, and what single change would improve that first glance?

### Now you try

1. Run prompt 2 on your three weakest bullet points. Paste the best transformation here:  
\_\_\_\_\_
2. Ask AI which parts of your resume sound vague, then answer its questions with real details:  
\_\_\_\_\_
3. Search your own name online. What does an employer see? Anything to clean up?  
\_\_\_\_\_

### Watch out

#### WATCH OUT

Never let AI add a skill, tool, project, or percentage you cannot back up in an interview. One exposed exaggeration poisons everything true on the page. Privacy check before publishing: name, city, email, and phone stay; Aadhaar number, date of birth, full home address, and marks memos come off your resume and profile.

### My notes

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## Day 2: Letters, cold emails, and applications sent for real

### What today was really about

Today was the day this course stops being practice. You built a cover letter skeleton you can tailor in ten minutes, drafted cold emails that respect a stranger's time, researched companies with Perplexity,

and then did the thing most people postpone forever: you actually applied. Two or three real applications to real openings, submitted before the session ended, each with a tailored letter. The fear of applying does not survive contact with applying. And because every letter was tailored from real research, none of it felt like throwing paper into the dark: you knew who you were writing to and why you fit. That is the standard now, for every application that follows this week.

### Prompts we used

1. Here is my resume and a job posting: \_\_\_\_\_. / \_\_\_\_\_. Draft a cover letter under 200 words: why this role, why me, one specific true example. No flattery padding.
2. Take my cover letter and tailor it for this different posting: \_\_\_\_\_. Change only what should change, and tell me what you changed.
3. Draft a cold email to a \_\_\_\_\_ at \_\_\_\_\_ (role, company) asking about openings. Three short paragraphs, one specific reason I am writing to them, easy to reply to.
4. Summarise what this company does, its main products, and anything recent worth knowing before I apply. I will read your sources. (Use Perplexity.)
5. Read this draft and flag every phrase that sounds AI-written or that a recruiter has read a thousand times: \_\_\_\_\_
6. Yeh email thodi robotic lag rahi hai. Isse natural banao, jaise ek fresher genuinely likh raha ho, par over-friendly nahi: \_\_\_\_\_
7. I applied to \_\_\_\_\_ on \_\_\_\_\_ and have heard nothing for two weeks. Draft a short, polite follow-up that adds one new piece of information instead of just asking for an update.

### Now you try

1. List the openings you applied to today, with dates, so follow-ups have a schedule:  
\_\_\_\_\_
2. Research one more company with Perplexity tonight and note three specific things:  
\_\_\_\_\_
3. Draft one cold email to a person, not a portal, and send it before you sleep. Who did you write to?  
\_\_\_\_\_

### Watch out

#### WATCH OUT

No genuine employer charges money to apply, interview, shortlist, or onboard you. Fees, "registration charges", and requests to pay for training kits are scams, full stop. If you have already paid someone, call the cybercrime helpline 1930 and report it at the national cybercrime portal. Apply through Naukri, Indeed, Internshala, LinkedIn, company career pages, and your placement cell, and be suspicious of everything that arrives only on WhatsApp.

### My notes

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## Day 3: Interviews and aptitude, rehearsed

### What today was really about

Interviews panic people because they rehearse in their heads instead of out loud. Today you fixed that. AI played a tough but fair interviewer, you answered aloud, got critiqued, and answered again better. You built honest answers for "tell me about yourself" and the gap questions you dread, set up an aptitude practice loop where every wrong answer gets explained, and wrote your 30-day plan. You have now done the hardest part of your first interview: the first rehearsal. Everything after this is repetition, and repetition is the one thing you fully control. The candidates who sound natural in interviews are not naturally confident; they are simply the ones who practised out loud when nobody was watching.

### Prompts we used

1. Act as an HR interviewer for the role of \_\_\_\_\_ at a company like \_\_\_\_\_. Ask me one question at a time. After each answer, give brief feedback, then ask the next.
2. Now be tougher. Ask follow-up questions that probe my answer for vagueness: \_\_\_\_\_
3. Help me build my "tell me about yourself" answer from these true facts: \_\_\_\_\_. Sixty to ninety seconds, ending with why this role.
4. I have a gap in \_\_\_\_\_ (year or months). Help me explain it honestly and briefly, without over-apologising.
5. Give me 5 aptitude questions on \_\_\_\_\_ (quantitative, logical, verbal), one at a time. After I answer, explain the fastest method, especially if I am wrong.
6. Main English interview mein nervous ho jata hoon. Pehle yeh answer Hinglish mein practice karva do, phir English mein: \_\_\_\_\_
7. Here are two true stories from my college years: \_\_\_\_\_. Help me shape each into a short interview story with a situation, what I did, and what came of it, so I can use them for different questions.

### Now you try

1. Record one full mock interview round on your phone and listen back. What surprised you?  
\_\_\_\_\_
2. Write your 60-second "tell me about yourself" and say it aloud three times: \_\_\_\_\_
3. Do prompt 5 for ten minutes. Which question type needs daily work? \_\_\_\_\_

## Watch out

### WATCH OUT

AI is a rehearsal partner, not an oracle. It does not know what any specific company will ask, and anyone selling "guaranteed interview questions" is lying. Also keep your answers honest under pressure: a rehearsed true story always beats an invented impressive one, because interviewers pull threads, and invented stories unravel.

## My notes

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## Your complete prompt library

### Day 1: resume and LinkedIn

1. Rewrite my resume as one clear page for \_\_\_\_\_. Invent nothing; ask me questions where I am vague.
2. Rewrite this bullet to show action and result, staying completely true: \_\_\_\_\_
3. Which words from this job description truthfully apply to me? Do not stretch: \_\_\_\_\_
4. Three simple, specific LinkedIn headline options for a fresher in \_\_\_\_\_.
5. Draft my LinkedIn about section from these true facts, human tone, no buzzwords:  
\_\_\_\_\_
6. Review my finished resume like a recruiter with six seconds. What gets noticed, what gets skipped, what one change helps most?

### Day 2: outreach and applications

6. Draft a cover letter under 200 words for this posting: why this role, why me, one true example.
7. Tailor my cover letter for a different posting and tell me what you changed.
8. Draft a three-paragraph cold email to \_\_\_\_\_ at \_\_\_\_\_ that is easy to reply to.
9. Summarise this company, its products, and recent news before I apply. Show sources.
0. Flag every phrase in my draft that sounds AI-written or overused: \_\_\_\_\_
1. Draft a polite two-week follow-up that adds one new piece of information instead of just asking for an update.

### Day 3: interviews and aptitude

1. Be an HR interviewer for \_\_\_\_\_. One question at a time, feedback after each answer.
2. Probe my answers with tougher follow-up questions.
3. Build my 60 to 90 second "tell me about yourself" from these true facts: \_\_\_\_\_

4. Help me explain my gap in \_\_\_\_\_ honestly and briefly.
5. Five aptitude questions on \_\_\_\_\_, one at a time, fastest method explained after each.
6. Shape my two true college stories into short interview stories: situation, action, result:  
\_\_\_\_\_

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## Your safety card

- Never share in any AI chat or on any profile: Aadhaar, PAN, passwords, bank details, OTPs, date of birth, or full home address.
- Nothing invented, ever: no fake skills, projects, percentages, or experience. Interviews and background checks find them.
- No genuine employer asks for money at any stage. Fees to apply, interview, or join are scams. If money has been taken, call helpline 1930 and report at the national cybercrime portal.
- Apply through known platforms and company career pages. Treat WhatsApp-only offers and instant-selection messages as fraud until proven otherwise.
- Free plans of every tool cover your entire job hunt. Do not pay for AI tools, resume services, or "profile boosting" out of fear.

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## Keep going: your 30-day plan

- Week 1: apply to five more openings using your tailored skeleton. Log every application with its date.
- Week 2: send three cold emails to real people at companies you want. Follow up on week 1 applications politely.
- Week 3: one recorded mock interview with AI, ten minutes of aptitude daily, and one answer-bank story sharpened.
- Week 4: review the numbers: applications sent, replies, interviews. Ask AI what to adjust, adjust it, and repeat the loop.
- Every day: fifteen minutes minimum on the hunt. Momentum, not mood, gets freshers hired.
- If a week goes badly, do not restart from zero or rewrite everything. Send one application that day, however small the step feels. The kit you built in these three days does not expire; it only waits for you to use it again.

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## Plain-words glossary

- **ATS:** applicant tracking system, the software that screens resumes before a human sees them. Clear wording and real keywords get you through.
- **Prompt:** the instruction you type to an AI. Specific prompts produce usable drafts.
- **Hallucination:** AI confidently making things up. In job hunting, it invents skills and company facts, so you verify.

- **Cold email:** an email to someone who does not know you, asking about openings or advice. Short and specific wins.
- **Cover letter:** the short letter that says why this role and why you. Tailored beats generic every time.
- **Headline:** the line under your name on LinkedIn. Recruiters search it, so make it specific.
- **Job description:** the posting's list of duties and requirements. Your tailoring raw material.
- **Mock interview:** a practice interview. With AI, available at 2 am and endlessly patient.
- **Answer bank:** your prepared true stories for common questions, rehearsed until natural.
- **Aptitude test:** the maths, logic, and English screening many companies run before interviews.
- **Perplexity:** an AI search tool that cites sources, ideal for fast company research.
- **Referral:** when an employee recommends you. Cold emails and alumni networks create them.
- **Placement cell:** your college's team connecting students to recruiters. Use it alongside portals, not instead of them.
- **Helpline 1930:** India's cybercrime helpline. Call it if a job scam takes your money.