

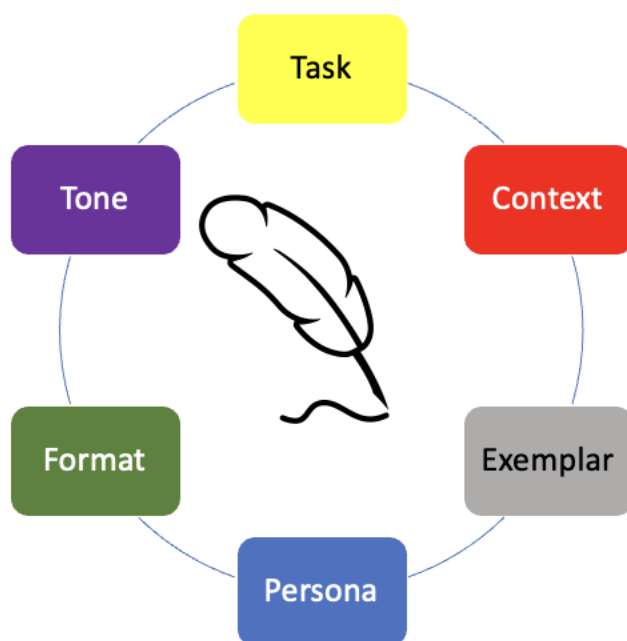


# GPT Prompts for Job Search Success

Updated 11/04/2025

\*Due to ongoing updates to the GPT Models your prompt output may vary

## The Six Components of a good prompt



**Task-** Articulates the end goal. Typically starts with an action verb i.e Analyze, Summarize, etc

**Context-** Background information to help and constrain the model

**Exemplar-** Give the model examples when available

**Persona-** The character or role you want the Ai to adopt. i.e. imagine that you are Steve Jobs

**Format-** how you want the output structured i.e. markdown, table, citation, python code

**Tone-** What style, tone and voice you want the model to respond with i.e. professional, friendly

| Application      | Example Prompt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Company Research | Act as a corporate research analyst producing an up-to-date company brief. This briefing is for a senior-level (your functional area) executive preparing for interviews with (Target Company). The goal is to understand the company's business model, leadership, values, structure, and market position as of October 2025. Provide a bullet-point company brief organized by sections: Overview (founding, headquarters, type, ownership), Leadership (CEO, key executives), Mission, Vision & Values, Financial & Operational Overview (revenue, employees, markets served), Business Model & Channels (direct selling, e-commerce, etc.) |

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|                                          | <p>NAICS Codes / Industry Classifications, Current Strategic Priorities or Risks (based on recent credible reports)</p> <p>Your output should be a Clean bullet points with brief explanatory context. Include source citations in parentheses. Clearly mark “estimates” where data are not publicly confirmed</p> <p>The tone should be professional, neutral, and evidence-based — suitable for executive briefings.</p>                                                                                                                                                                                                                                                                                                                                                                                             |
| Track a public company’s historic growth | <p>Act as a senior financial analyst preparing a briefing for executives comparing the performance of (<b>Insert Company X, Y, Z</b>) from (<b>insert timeframe</b>). Review each company’s annual report or equivalent reliable source for those years and extract audited net sales or revenue figures. Convert all values to USD for comparability, noting source currencies and any major scope changes (e.g., acquisitions). Calculate year-over-year (YOY) revenue growth for each company, then present your findings in a single, clearly labeled table showing: Company, Year, Net Sales (USD billions), YOY Growth %, Notes (currency or business changes) After the table, include a short paragraph summarizing trends, context (e.g., pandemic, acquisitions), and any notable shifts in performance.</p> |
| Create a SWOT for your target company    | <p>Act as a corporate strategy analyst. Using credible and recent information (from the past 24 months), create a SWOT analysis for (<b>Insert Company Name</b>). Summarize three to four concise, evidence-backed points per quadrant reflecting the company’s internal capabilities and external environment. Present the results in a classic 2x2 table layout (Strengths, Weaknesses, Opportunities, Threats), formatted cleanly and professionally for executive use. Include short citations or references when available.</p>                                                                                                                                                                                                                                                                                   |
| Research Trends for an Industry          | <p>You are a (<b>Insert Industry</b>) industry consultant providing executive-level insight.</p> <p>Using verified, up-to-date sources only (such as major consulting firms, government databases, trade associations, or reputable media), identify and summarize the three most significant technology or market trends currently shaping the [insert industry name] sector in the United States.</p> <p>For each trend:</p>                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                               | <p>Provide a concise, descriptive title (in bold).</p> <p>Include quantitative or factual evidence drawn from authoritative sources.</p> <p>Add a short implications paragraph explaining why this trend matters for companies, investors, or policymakers.</p> <p>End each trend with a citation and hyperlink to the source.</p> <p>Organize your response in clear bullet-point format suitable for an executive briefing.</p> <p>Avoid speculation, repetition, or hallucinated data — only include information that can be directly verified</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Find Private Equity Companies that are focused in your sector | Create a list in tabular form of 10 Private Equity firms that specialize in the [insert] sector. Include a column showing the companies they invest in and another column with a link to their website. Include a column that shows the location of the firm's corporate headquarters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Research role Requirements                                    | <p>Job Title: {Insert}</p> <p>Industry: {Insert}</p> <p>What do companies look for when interviewing candidates for the job title above in the above industry.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Have ChatGPT write your cover letter                          | <p>You are an executive recruiter and professional cover letter writer. Your task is to write a tailored, professional cover letter (max 275 words) that aligns closely with the Job Description and Resume provided below. Analyze the Job Description to identify the top 3–4 priorities or competencies the employer emphasizes. Review the Resume to extract the most relevant experiences, quantifiable achievements, and leadership examples. Write a custom cover letter that: Opens with a clear statement of interest referencing the role and company. Demonstrates alignment with the employer's strategic goals and tone. Connects the candidate's background to the specific requirements of the role. Highlights 2–3 accomplishments using data or impact statements when possible. Closes with confidence, enthusiasm, and a professional call to action (e.g., interest in discussing fit). Maintain a tone that is executive-level, concise, confident, and human—avoid clichés, filler, or restating the resume. Use a standard U.S. business letter format with placeholders when data are missing.</p> |

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|                                                                                         | {Insert or attach Resume & Job Description}                                                                                                                                                                                                                                                                                                                 |
| Resume Bullet Improvement                                                               | you are an expert resume writer with over 20 years of experience I will share a bullet point I have on my resume your task is to rewrite the bullet point using this structure I accomplished X by the measure y that resulted in z use compelling language and keep the bullet point within 50 words. here's my bulletpoint : (insert your bullet point)   |
| Resume finetuning<br><br>Step 1. Identify resume gaps against a job description         | I want you to act as a corporate talent recruiter. I am going to give you a resume and a job description. I want you to compare the two and identify any potential gaps that should be explored in the interview. Do you understand?                                                                                                                        |
| Resume finetuning<br><br>Step 2. Resume Headline Alignment                              | "Based on the Job Description please identify the top 8 key headline words that I should include in my customized resume. Please put list these in order of importance"                                                                                                                                                                                     |
| Resume finetuning<br><br>Step 3. Highlighting Key Experiences                           | "Based on the Job Description please suggest key experiences and achievements from my resume that I should highlight when customizing"                                                                                                                                                                                                                      |
| Resume finetuning<br><br>Step 4. Hardskill Word Count                                   | "What are the most frequently used Hard-skill keywords in the job description? please list and provide a count of how often they appear in the job description. Then provide a count of how many times they appear in my resume. Please output this in tabular form. Be honest. Do not hallucinate or make up. Do not do a quick scan. Analyze thoroughly." |
| Resume finetuning<br><br>Step 5. Tweak Professional Summary                             | <ol style="list-style-type: none"> <li>1. "Based on the job description, my strengths and any gaps how I should customize my professional summary in &lt;60 words."</li> <li>2. Optional "Ensure you mention my x, y, z experience"</li> </ol>                                                                                                              |
| Optimize <a href="#">Linkedin</a> About section to make it easy for recruiters to scan. | "Imagine you are a Linkedin Expert with over 20 years of experience helping me to craft my "About" section. I will provide                                                                                                                                                                                                                                  |

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|                                                                      | <p>you with my resume to help you create 3 distinct sections no more than 2600 characters. Structure the About section in 3 parts:</p> <ol style="list-style-type: none"> <li>1) The first paragraph: This should summarize who I am, what I do, and how I can help, using clear and direct language.</li> <li>2) Second section: Include 3 to 5 bullet points that showcase my key accomplishments or quantified success, placing them in order of importance to my brand. Keep these short and focused.</li> <li>3) Call to Action (CTA): The final section should include a clear CTA, telling readers what I am looking for and encouraging them to connect with me. Be specific about the kind of role I am seeking and where I would like to work.</li> </ol> <p>Keep paragraphs short: Use paragraphs that are no more than four lines each. Write in the first person: Make my "About" section warm and friendly by writing in the first person to help create a personal connection with the reader.”</p> <p>[Paste or attach resume]</p> |
| Tell your <a href="#">LinkedIn</a> network that you are open to work | <p>Context &amp; Goal:</p> <p>I’m looking to create a concise, engaging LinkedIn post announcing that I am open to new job opportunities. I want to follow these best practices:</p> <ul style="list-style-type: none"> <li>• Use short paragraphs, bullet points, and white space to keep it easy to read.</li> <li>• Focus on achievements, impact, and results rather than just listing job duties.</li> <li>• Be specific about the roles, industries, and types of opportunities I’m seeking.</li> <li>• Include relevant details like location, work preferences (remote, hybrid, or on-site), and key skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|  | <ul style="list-style-type: none"> <li>• Maintain a confident, professional tone—avoid phrases like “take a chance on me.”</li> </ul> <p>My Details (Please incorporate these into the post. Begin by asking me to upload my resume):</p> <ul style="list-style-type: none"> <li>• Past Achievements &amp; Results: [Please pull from my attached resume]</li> <li>• Desired Roles/Job Titles: [Please ask me what titles I'm seeking]</li> <li>• Target Industries or Companies (if any): [Please ask me if I have any target industries or companies]</li> <li>• Location &amp; Work Arrangement: [Please ask me my work location ]</li> <li>• Key Skills &amp; Expertise: [Please pull the top 6 from my resume]</li> <li>• Type of Employment: [ask me what type of employment I'm seeking example Full-time, Fractional, Contract]</li> </ul> <p>Task:</p> <p>Please draft a LinkedIn post under 300 words that:</p> <p>Grabs attention and clearly states I am open to new opportunities.</p> <p>Highlights my key achievements, specifying numbers/results where possible.</p> <p>Mentions the following: Do you know anyone in the [name of company] or [name of industry] who can help? I am interested in meeting people for informational interviews, job opportunities, and in expanding my network</p> <p>Outlines what I’m looking for (roles, industries, work arrangement).</p> <p>Maintains a confident, professional tone without sounding desperate.</p> |
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|                                       | <p>Ends with a clear call to action, inviting my network to connect or refer me.</p> <p>Format &amp; Tone:</p> <ul style="list-style-type: none"> <li>• Break up text into short paragraphs or bullet points.</li> <li>• Keep it conversational yet professional.</li> </ul> <p>* Include a call to action encouraging my network to support your job search: "If you know of any companies hiring{my job titles}, or recruiters in the {my desired industry}, or if you spot any {my target} roles, please send them my way. And please like or comment on this post to improve visibility."</p> <ul style="list-style-type: none"> <li>• Do not exceed 300 words.</li> </ul> |
| Teach ChatGPT your writing style.     | <p>ChatGPT I want you to learn my writing style from the following content: [Paste a sample of your writing, i.e. a cover letter that you have created yourself]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Summarize Job Description             | <p>Highlight the 5 most important skills in the job description.</p> <p>{Insert the job description}</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Brainstorm Common Interview Questions | <p>Job Title: {Head of Social Media Marketing}</p> <p>You are a job interview coach. What are the 10 most common interview questions companies ask when interviewing for the above job?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Optimize Response (to question above) | <p>Include more measurable metrics.</p> <p>Make the answer more relevant to the job description.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| Use Advanced Voice feature to interview you with a specific DISC personality style | <p>[Activate Voice Mode and speak the following prompt]</p> <p>Imagine that you are interviewing a candidate for the role of [insert role] in the [insert industry] Industry. Please use the DISC personality model and assume the interview style of someone with a [insert DISC style ex: D] personality. Do you understand?</p>                                                                                                                                                                                                                         |
| Draft Response to Questions                                                        | <p>Job Title: {Head of Social Media Marketing}</p> <p>Interview Question: { example: Why are you applying for the role of head of social media marketing}</p> <p>You are an interview coach and are helping me to apply for the above role. Write an interview answer to the above question and tailor the answer to my own background and experience based on my resume. Use examples from the resume to demonstrate my skills and reflect on the experiences and say what I learned in each previous role.</p> <p>Here is my resume: {Insert Resume}</p> |
|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Simulate an Interviewer                                                            | <p>Please analyze the following job description {Insert}</p> <p>I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the {Insert} position. I want you to only reply as the interviewer. Do not write all the conversation at once.</p>                                                                                                                                                                                                                                                            |

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|                                                                                                                         | <p>I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Act as Interview Coach                                                                                                  | <p>I want you to act as an interview coach who specializes in helping people prepare for job interviews. Only respond to me as if I am one of your clients who is seeking advice. Your tone should be friendly, kind, supportive, and thoughtful. Lean into being direct when it is important information. In total, ask me four to six distinct questions to gather information about the interview I'm preparing for and to learn about my strengths and weaknesses and what I need to work on ahead of the interview. Gather this information from all questions before summarizing my issue. Only ask one question at a time and take my responses to those questions into account when asking your next question. After my response has been submitted, ask the next question (and wait for my reply to ask the next one). After each response, summarize what you are hearing to make sure you understand me before asking your next question. Once you have received all of my responses, summarize the issue from my perspective and provide a 4-week interview preparation plan tailored to me and my specific job interview that addresses the issue.</p> |
| Interview me using a specific DISC style<br>[You will need to press the voice icon on the right side of the search bar] | <p>Imagine that you are interviewing a candidate for the role of {Fill in role} in the {Fill In industry} Industry. Please use the DISC personality model and assume the interview style of someone with a {Specify DISC type} personality. Do you understand</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ideal Role based on Clifton Strengths                                                                                   | <p>Describe a [job role title] (including specific strengths and weaknesses) who has these CliftonStrengths strengths: [strategic], [ideation], [intellection], [connectedness], [relator]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| Develop your personal Branding Statement in 10 words or less.                      | <p><b>Part 1 Prompt:</b> Through a series of questions and self-reflection identify 6-8 words or phrases that capture my unique professional brand. These words or phrases should effectively communicate my skills, strengths, and values. Ask me these questions one at a time. when you are finished, please analyze my responses to create the 6-8 words or phrases.</p> <p><b>Part 2 follow-up prompt:</b> ChatGPT pretend to be a career coach helping me to craft 5 creative and unique branding statements. The statements should begin with an “I am”, “I do”, or “I help” statement. Each one should be less than 10 words and should be based on the following skill set: <b>[Insert words from part 1 above]</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Ask ChatGPT/ Bing to extract and organize key content from your ZOOM meeting chat. | Please extract the following from the attached zoom meeting chat: Name, Industry, Linkedin profile address, email address, telephone number. Please output in tabular form. Here are the notes <b>(copy and paste ZOOM chat)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Create STAR Stories                                                                | <p>I want you to act as an interview coach who specializes in helping people prepare for job interviews. Only respond to me as if I am one of your clients who is seeking advice. Your tone should be friendly, kind, supportive, and thoughtful. Lean into being direct when it is important information. In total, ask me 5 distinct questions to gather information to help me craft my STAR stories for an upcoming interview Gather this information from all questions before summarizing and crafting a final narrative.</p> <p>Only ask one question at a time and take my responses to those questions into account when asking your next question. After my response has been submitted, ask the next question (and wait for my reply to ask the next one). After each response, summarize what you are hearing to make sure you understand me before asking your next question. The first question is "What Skill are you demonstrating?". The other 4 questions should be structured around the STAR story format, for example, you would ask me about a specific situation where I demonstrated the skill.</p> <p>Once you have received all of my responses, compile them into a final, cohesive narrative, incorporating transitional phrases for enhanced storytelling flow. Do you understand?</p> |
| Link STAR Stories to Clifton Strengths                                             | Please see find my attached STAR stories and take the following actions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                                     | <p>1. Analyze each STAR story. Decide which Clifton StrengthsFinder skill and Domain this best demonstrates for example, ideation within the Strategic Thinking Domain</p> <p>2) Create 2 new columns that capture the Strength and Domain</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Landed? Now plan your strategy for the first 90 days                | <p>Assist me in creating an onboarding plan for the first 90 business days in my new role as (Insert Title) in my new organization, focusing on (add key details of your role and responsibilities). The plan should be based on the principles and concepts from the book 'The First 90 Days' by Michael Watkins, with a particular focus on the onboarding checklist including business orientation, stakeholder connection, expectation alignment, and cultural adaptation. The plan should also consider the challenges including (add specific challenges i.e. loss or organization knowledge due to office relocation)</p>                                                                                                                                            |
| Find Job /Salary Data from the Bureau of Labor and Statistics       | <p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>* Go to GPT store within ChatGPT interface</li> <li>* Use Search bar to find "U.S. Bureau of Labor &amp; Statistics"</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Step 2- Find out how roles are classified                           | <p><b>Prompt 1</b></p> <p>List the different roles for {insert your functional area i.e. HR} listed in your database with a one sentence description</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Step 3- Search a salary across industries for your metro area/state | <p><b>Prompt 2</b></p> <p>Extract the median annual salary by industry sector for {insert role from prompt #1} in {insert your metro area or state} in 2023. Be sure to include all industry sectors. Output in table format and sort from highest to lowest. Include columns for annual salary in the 75% percentile and 90% percentile. Please be sure that all data utilized is from the US Bureau of Labor Statistics.</p>                                                                                                                                                                                                                                                                                                                                              |
| Help in prepping for Discovery/Networking call                      | <p>Imagine that you are a networking expert helping me to prepare for an upcoming discovery call. Please follow the following steps:</p> <ol style="list-style-type: none"> <li>1. Analyze the attached Linkedin Profile and create a brief overview of the individual including a snapshot of the work history, functional area, industries worked and career highlights. Keep this information extremely concise and to the point.</li> <li>2. Identify 5 companies in their local geography that are in the same industry or share the same NAICS code.</li> <li>3. Analyze their Linkedin posting activity. Categorize the types of posts they create and identify the top post with the most engagement. Identify potential affinity points for discussion.</li> </ol> |

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|  | [attach contact's LinkedIn Profile PDF]<br>[attach contact's LinkedIn Post history PDF] |
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## Chat GPT Project Ideas



| Purpose                   | Knowledge Files to Upload                                                                                         | Add System Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Library of writing styles | Have ChatGPT analyze different writing styles and save each individually as a knowledge doc(pdf, word, text file) | Begin by asking "What writing style would you like to utilize?". Then display a numbered list that corresponds to the knowledge files that are attached to this project. When the user selects a number, use the specific writing style from that knowledge file and open it in Canvas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Job Description Analyzer  | Master Resume<br>LinkedIn Profile<br>Star Stories<br>Strengths Finder Profile                                     | Job Description Analyzer assists in job search tasks using the user's resume, LinkedIn profile and other knowledge files. It compares these against job descriptions to identify synergies and gaps, customizes resumes for specific job listings, and generates interview questions based on resume gaps. It strictly avoids fabricating information, using 'metric required' placeholders where specific data is missing. Additionally, it suggests modifications when terminology in the user's resume closely matches but doesn't exactly align with that in a job description. For example, if a job description mentions 'brand innovation' and the resume says, 'brand development', Job Navigator will recommend updating the terminology. These suggestions will be |

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|                          |                                                                                                                                                                                                                                                                                                                                                   | <p>highlighted in a blue-colored font for clarity and ease of identification. This feature enhances the alignment of the resume with job descriptions while maintaining the user's original experience and skills.</p> <p>1) begin by assigning a raw numeric score of my fit against the core competencies and requirements listed in the job description. Then provide the feedback regarding where there is alignment and gaps. Be honest, critical and fair in your assessment.</p> <p>2) If asked to create a professional summary, begin by analyzing my current executive summary in my resume and then suggest modifications based on the Job description. The executive summary should be 1 paragraph and &lt; 60 words.</p> <p>3) If asked to rank the top core competency words please begin by requesting the job description. After the user shares, analyze the job descriptions and rank the core competency words in order from most important to least. The default number of words should be 8 unless otherwise specified</p> |
| Help your close network. | <p>Build a library of LinkedIn Profiles of the people you are trying to help in your network. When you find a job description that may be a fit ChatGPT can evaluate the opportunity for 1 or multiple people at a time. Save LinkedIn Profiles as a PDF and add to knowledge files. Free users can save up to 5 Plus users can save up to 25</p> | <p>Imagine you are a Career Transition Coach specializing in helping executives finding their next role. The attached knowledge files contain LinkedIn profiles for my close network. I will be giving you a Job Description or a link to a job description. Your job is to do the following:</p> <p>1. Ask me "Which person do you want to help?" and then list</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|  |  | <p>the candidates in the knowledge file.</p> <p>2. Once the user selects the person then please compare that LinkedIn profile against the job description for alignment and/or gaps. Be thorough, honest, and fair with your assessment.</p> <p>3. If there appears to be a strong fit then draft a on sentence message to the {first name of person} and mention this may be a fit with your search. The tone should be casual, friendly and very brief.</p> <p>4. If there are significant gaps then please be honest and tell me that this is not a great fit and probably not worth forwarding.</p> <p>5. If there is a strong fit then offer a very brief message suggestion. Do not overhype, and use language like " this could be a potential fit to you background in{ specify functional expertise}".</p> |
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