

## Effective ChatGPT Prompts

- **Start by opening your internal browser, and open ChatGPT ([www.chatgpt.com](https://www.chatgpt.com))**
- Enter into the chat box: "Act as an expert in employment recruiting. [copy/paste prompt below]"
- Attach and upload your current résumé.
- Click the up arrow for ChatGPT to start generating an answer.

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### Prompt to Highlight ADHD Qualities/Strengths in Resume and Applications

"I want to highlight my ADHD-related strengths in my resume and job applications. My ADHD traits include [*creativity, hyperfocus on tasks I'm passionate about, strong problem-solving abilities, etc.*]. Can you help me write resume bullet points and application responses that emphasize these qualities effectively?"

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### Prompt to Create a Task List for Job Search or Work Projects

"I often struggle with staying organized during my job search due to my ADHD. Can you help me create a simple and effective task list to manage my daily job search activities, like [applying for jobs, preparing for interviews, networking, etc.]? I'd also appreciate some tips on breaking down bigger tasks into smaller, manageable steps."

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### Prompt to Prepare for Job Interviews

"I have an upcoming job interview for a position as a [job title] at [company name], and I'd like to prepare using mock questions and answers. The position involves [describe key responsibilities or job requirements]. Can you help me craft responses to common interview questions, particularly focusing on my strengths as someone with ADHD?"

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### Prompt to Develop an Effective Time Management Strategy

"Time management can be challenging for me due to my ADHD. Could you help me develop an effective time management strategy for my workday? I need to balance [describe different types of tasks or projects], deal with distractions, and make sure I complete important projects on time."

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### Prompt to Advocate for Accommodations During the Hiring Process

"I am considering disclosing my ADHD to a potential employer and asking for accommodations. Can you help me write an email or practice a conversation where I ask for accommodations during the hiring process? I want to request [specific accommodations, e.g., flexible deadlines, structured check-ins, etc.] and highlight my strengths as someone with ADHD to ensure a positive discussion."

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