

A FREE RESOURCE

The Remote Job Search *Prompt Library*

Twenty copy-and-paste AI prompts to find, apply for, and win remote roles in a tighter market.

20

PROMPTS · 5 STAGES

Works in ChatGPT, Claude & Gemini

One system, from first search to final interview

Each prompt below works in any capable model. Copy the prompt, replace the bracketed placeholders with your own details, and paste it in. The prompts run in order across a full remote job search, so you can start at prompt one and work through to your interview, or pull out the single prompt you need today.

Treat the model as a fast assistant, not an author. It drafts, compares, and spots what you've missed. You keep the judgement, the facts, and the final word on every application you send.

FIVE STAGES, TWENTY PROMPTS

01	Target the right roles	Prompts 1–4
02	Optimise your CV	Prompts 5–8
03	Write better cover letters	Prompts 9–12
04	Research the company	Prompts 13–16
05	Prepare for the interview	Prompts 17–20

BEFORE YOU PASTE

A CV and a cover letter hold personal data. Once you share them with an AI provider, you've handed that data to a third party. Read the tool's data policy first, and strip out your home address, phone number, and anything sensitive the model doesn't need to see.

01

Target the right roles

A focused search beats a wide one. Use these prompts to name the roles you fit, read what each posting really wants, and build a shortlist before you apply to anything.

1

Map your skills to role titles

USE IT WHEN YOU'RE UNSURE WHAT TO SEARCH FOR

Here is my CV: **[PASTE CV]**. Based on my skills and experience, list the eight remote job titles I'm most qualified for. For each one, rate my fit from 1 to 10 and name the single skill I'd need to strengthen to reach a 9 or 10.

2

Decode a job description

USE IT BEFORE YOU WRITE A SINGLE LINE

Here is a job description: **[PASTE JOB DESCRIPTION]**. Tell me the five must-have requirements, the three nice-to-haves, the core problem this role solves for the company, and the keywords an applicant tracking system would likely scan for.

3

Test whether it's truly remote

USE IT ON ANY POSTING THAT SAYS "REMOTE"

Here is a job posting: **[PASTE POSTING]**. Tell me whether this role is fully remote, hybrid in disguise, or remote only for now. Quote the specific lines that signal the real arrangement, and flag any location or time-zone conditions.

4

Build a target company shortlist

USE IT TO STOP SCROLLING JOB BOARDS

I want fully remote **[ROLE TYPE]** roles in **[INDUSTRY]**. List twenty companies known to hire remotely for this function. For each, note the headquarters region, the rough company size, and whether they hire internationally or in specific countries only.

02

Optimise your CV

Most CVs fail twice: the software filters them out, then a rushed reader skims past them. These prompts help you clear both, with evidence you can stand behind.

5

Find the missing keywords

USE IT FOR EVERY ROLE YOU APPLY TO

Here is a job description: **[PASTE JD]** . Here is my CV: **[PASTE CV]** . List every important keyword and phrase in the job description that's missing from my CV. Rank them by how often the description repeats each one.

6

Rewrite a bullet for impact

USE IT ON WEAK, DUTY-BASED LINES

Rewrite this CV bullet so it leads with a measurable outcome and uses an active verb: **[PASTE BULLET]** . If I haven't given you a number, ask me one question that would let you add one.

7

Tailor your CV to one role

USE IT ON ROLES YOU REALLY WANT

Here is my CV: **[PASTE CV]** . Here is the job description: **[PASTE JD]** . Reorder my experience so the most relevant points come first, and mirror the language of the description, without inventing anything I didn't do. Show me what you changed and why.

8

Signal that you can work remotely

USE IT ONCE, THEN REUSE THE LINES

Review my CV for signals that I can work remotely: **[PASTE CV]** . Suggest where to add evidence of async communication, self-management, written clarity, and distributed-team tools. Don't add any claim I can't back up.

03

Write better cover letters

A good cover letter connects your record to the company's problem and reads like a person wrote it. These prompts draft fast, then strip out the tells that mark an AI first draft.

9

Draft a strong opening

USE IT TO BEAT THE BLANK PAGE

Write a 150-word cover letter opening. Job description: **[PASTE JD]**. My three most relevant achievements: **[LIST 3]**. Connect my background to the company's stated problem in the first two sentences. Use plain language and skip the clichés.

10

Name the problem you'd solve

USE IT TO SOUND INFORMED, NOT GENERIC

Based on this job description **[PASTE JD]** and this company background **[PASTE NOTES]**, what is the most pressing problem this hire is meant to solve? Draft two sentences I can use in a cover letter that show I understand it.

11

Cut the AI tells

USE IT ON ANY MACHINE-WRITTEN DRAFT

Rewrite this cover letter so it reads like a real person wrote it: **[PASTE DRAFT]**. Remove generic phrases, corporate filler, and any sentence that could apply to any job at any company. Keep it under 200 words.

12

Tighten a long draft

USE IT WHEN YOU'RE OVER THE LIMIT

Cut this cover letter to 180 words without losing the specific achievements or the link to the role: **[PASTE DRAFT]**. Return only the edited version, then list the three lines you removed.

04

Research the company

Twenty minutes of research separates you from the candidate who shows up cold. Use these prompts to brief yourself, read the company's priorities, and walk in with good questions.

13

Build a 20-minute briefing

USE IT THE DAY BEFORE AN INTERVIEW

Give me a briefing on **[COMPANY]** for a job interview: what they do, their main product, news from the last six months, their funding or financial position, and their main competitors. Cite your sources so I can check them.

14

Read their priorities

USE IT TO ALIGN YOUR PITCH

Based on **[COMPANY]**'s recent blog posts, job listings, and public statements, what challenges or priorities are they signalling right now? List the top three and the evidence for each.

15

Spot the red flags

USE IT BEFORE YOU COMMIT YOUR TIME

Here is a job posting and what I know about the company: **[PASTE]**. Flag anything that suggests a poorly defined role, unrealistic expectations, high turnover, or vague pay. Be specific about which lines concern you and why.

16

Prepare questions to ask them

USE IT TO CLOSE THE INTERVIEW WELL

I'm interviewing for **[ROLE]** at **[COMPANY]**. Suggest six questions I can ask that show I've researched the company and care about the role's success, beyond salary and perks. Order them from broad to specific.

05

Prepare for the interview

Remote interviews test how you think, communicate, and manage yourself without a desk nearby. These prompts predict the questions, build your answers, and run a live rehearsal.

17

Predict the likely questions

USE IT TO PREPARE WITH FOCUS

I'm interviewing for this role: **[PASTE JD]**. Generate the ten questions I'm most likely to face, ordered by probability. Include any technical or scenario questions specific to this function and seniority level.

18

Build a STAR answer

USE IT FOR BEHAVIOURAL QUESTIONS

Help me build a STAR answer (Situation, Task, Action, Result) for this interview question: **[QUESTION]**. Here is the relevant experience: **[PASTE EXPERIENCE]**. Keep it under 90 seconds spoken, and ask me for a metric if my result isn't measurable.

19

Prep the remote-specific questions

USE IT FOR ANY WORK-FROM-HOME ROLE

I'm interviewing for a fully remote role. List the questions interviewers ask to test remote-readiness, covering self-management, async communication, time-zone overlap, and home-working discipline. Draft a strong sample answer for each.

20

Run a mock interview

USE IT THE NIGHT BEFORE

Act as the hiring manager for this role: **[PASTE JD]**. Ask me one interview question at a time, wait for my answer, then give brief feedback on clarity, specificity, and relevance before the next question. Start now.

Now put them *to work*

Pick one role this week. Run the early prompts to choose it, the middle prompts to apply, and the last set to prepare. A search built on a system moves faster than one built on guesswork.

1-4 · Choose

5-12 · Apply

13-20 · Prepare

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