

# ULLA AI Workshop

## Prompt Library

Urban League of Louisiana · AI Workforce Workshops  
Lemieux Consulting LLC · [urbanleague.consultlemieux.com](http://urbanleague.consultlemieux.com)

Every use-case prompt from the workshop. Activities are multi-step and live on the site; they are listed in the table of contents so you know what to look for there.

# Contents

## **Activities** (live on the site):

- Rewrite a resume bullet that gets noticed
- Draft a cover letter from a job posting you paste in
- Practice answering the questions you'll actually be asked
- Turn a vague goal into a week-by-week plan

## **Use cases** (in this PDF):

*Resume:* Pull the ATS keywords out of a job posting; Three LinkedIn headline variations for an early-career profile

*Interview prep:* Get mock interview questions for a specific posting; Thank-you note after an interview

*Staying organized:* Weekly check-in email to your manager; Draft a 30-60-90 day plan for your first real job

## ACTIVITIES ON THE SITE

### Activities (multi-step, on the site)

Activities are multi-step and interactive: they walk you through a task with rubrics, save-your-work textareas, and a practice loop for interview prep. They are best used live on the site, not as a paper reference. Below is the list so you know what's there.

- **Rewrite a resume bullet that gets noticed** (Resume). Multi-step activity with copy-able prompts embedded. Open it on the site: [urbanleague.consultlemieux.com/activities/resume-bullet](https://urbanleague.consultlemieux.com/activities/resume-bullet)
- **Draft a cover letter from a job posting you paste in** (Cover letter). Multi-step activity with copy-able prompts embedded. Open it on the site: [urbanleague.consultlemieux.com/activities/cover-letter](https://urbanleague.consultlemieux.com/activities/cover-letter)
- **Practice answering the questions you'll actually be asked** (Interview prep). Multi-step activity with copy-able prompts embedded. Open it on the site: [urbanleague.consultlemieux.com/activities/interview-prep](https://urbanleague.consultlemieux.com/activities/interview-prep)
- **Turn a vague goal into a week-by-week plan** (Staying organized). Multi-step activity with copy-able prompts embedded. Open it on the site: [urbanleague.consultlemieux.com/activities/goal-to-plan](https://urbanleague.consultlemieux.com/activities/goal-to-plan)

## Pull the ATS keywords out of a job posting

**Scenario.** Big companies use applicant-tracking systems (ATS) that filter resumes on keywords before a human sees them. You can get past the filter if your resume actually uses the words they're scanning for, in the order of importance they care about.

### Prompt

```
You are helping an early-career job seeker tune a resume for a specific job posting's ATS. I'll paste the posting. Pull out the keywords that matter.
```

```
Rules:
```

- Do not invent keywords that aren't in the posting.
- Separate "must-have" keywords (usually in a Requirements section or described as required) from "nice-to-have" (usually in a Preferred section).
- For each keyword, note whether my current resume likely uses that exact phrase, or a close-enough variant, or something not even in the ballpark. If you don't have my resume, just flag where the exact phrase matters.
- Flag any jargon in the posting that looks copy-pasted from a different role. Postings are often reused lazily.

```
Format:
```

1. Must-have keywords (exact phrases): list.
2. Nice-to-have keywords: list.
3. Suggested wording changes: three sentences max on how to adjust my resume language without lying.
4. One sentence on whether this posting looks well-targeted or looks like a copy-paste from another role.

```
Posting:
```

```
[paste the full job posting]
```

### What to watch for

- AI will sometimes suggest adding keywords to your resume even if they don't match your real experience. Passing the ATS by faking it gets caught in the interview.
- If the posting was sloppily written, the keyword list will be sloppy too. You're not required to address every one if half of them are mismatched.
- Never paste a resume with your full name, address, and phone number into a consumer AI. Strip the contact info first.

## Three LinkedIn headline variations for an early-career profile

**Scenario.** Your LinkedIn headline is the first thing recruiters see when you show up in a search. Most early-career profiles either say just the current job title ('Student') or something generic ('Aspiring professional looking for opportunities'). Both get skipped. Here's how to get three specific options you can pick from.

### Prompt

You are helping an early-career job seeker write a LinkedIn headline. Write three different versions I can pick from.

#### Rules:

- Each version under 220 characters.
- Each version says what I do now AND what I'm looking for, in that order.
- No "aspiring" or "results-driven" or "passionate about."
- One version should be direct and factual.
- One version should emphasize a specific skill or interest.
- One version should be slightly more personal (mention what I care about or who I help).
- Do not invent experience I don't have.

#### About me (edit before pasting):

- What I'm doing right now: [job title, student status, or situation]
- Where: [city, school, or company, if you're comfortable]
- What I'm looking for next: [specific role, field, or type of work]
- Something specific about me that's true: [a skill, interest, language, background, anything real]

#### Format:

1. Direct/factual version.
2. Skill-emphasizing version.
3. Slightly personal version.

Then: one sentence recommending which one to pick and why.

### What to watch for

- The AI will sometimes use words like 'passionate' or 'driven' even though you asked it not to. Delete those words.
- The 220-character limit is real. Headlines get cut off on mobile.
- Your headline shows up in search. If your headline says 'Student looking for opportunities.' you rank against everyone who wrote the same thing. Specificity is what ranks.

## Get mock interview questions for a specific posting

**Scenario.** You have an interview in three days. The generic interview-prep lists online are okay, but they're not tuned to this specific job. AI can read the posting and give you the questions most likely to come up for THIS role.

### Prompt

```
You are helping an early-career candidate prepare for an interview for a specific role. I'll paste the job posting. Generate a list of likely questions.
```

```
Rules:
```

- Break the questions into three groups: warm-up (easy to start), behavioral (STAR-format answers expected), and role-specific (questions tied to duties in the posting).
- 4 questions per group. 12 total.
- For each question, add one sentence on what the interviewer is actually trying to learn.
- Avoid generic questions that appear on every interview-prep list unless the posting specifically implies it.
- Do not invent details that aren't in the posting.

```
End with: "If you only prepare for three of these, prepare these three and here's why."
```

```
Job posting:
```

```
[paste the posting]
```

### What to watch for

- AI will sometimes generate questions that sound impressive but aren't actually asked in early-career interviews ('Describe a time you disrupted an industry'). Skip those.
- Write your answers OUT LOUD, not just in your head. Your brain rehearses differently than your mouth does.
- Don't memorize a script. Interviewers can tell. Memorize the story and the key points. Improvise the words.

## Thank-you note after an interview

**Scenario.** The interview ended an hour ago. You think it went fine. You're not sure. You want to send a thank-you note because someone told you to but you don't know what to say beyond 'thanks.' This is worth getting right. It's the last thing the interviewer reads before deciding.

### Prompt

```
You are helping an early-career candidate draft a short thank-you email after an interview.
```

```
Rules:
```

- ```
- Send within 24 hours, same day is better.  
- Under 140 words.  
- Three short parts: genuine thank you that names something specific from the conversation; one sentence reinforcing why the role fits you; one short closing.  
- No "I just wanted to reach out to..." No "I hope this message finds you well." No "It was a pleasure speaking with you" (too generic).  
- Don't invent details from the conversation. If I didn't tell you what they said, leave a placeholder for me to fill in.
```

```
Context (edit before pasting):
```

- ```
- Interviewer's name: [first name]  
- Role I interviewed for: [title]  
- One specific thing they said that stuck with me: [if I can remember one; otherwise placeholder]  
- One moment where I felt I connected with them: [if any; otherwise placeholder]  
- My name: [your name]
```

```
Format: complete email with subject line.
```

### What to watch for

- Don't use the same thank-you template for every interview. Recruiters at bigger companies compare notes; using the same letter to multiple interviewers at the same company will look bad.
- The specific detail you reference matters more than the letter being polished. 'Thanks for sharing the story about how the store handled the author cancellation last month' beats 'Thanks for your time.'
- If the interview actually went badly, a thank-you email won't save it. A tight, honest thank-you will at least leave a good final impression for next time.

## Weekly check-in email to your manager

**Scenario.** You're new at the job. You're not sure if you're doing well. Your manager is busy. A short Friday email saying what you got done and what's in front of you keeps you visible without being annoying. Most early-career people don't do this. The ones who do get noticed.

### Prompt

```
You are helping an early-career employee draft a short Friday check-in email to their manager. Keep it tight.
```

```
Rules:
```

- Under 150 words total.
- Four sections: what got done this week (3-4 bullets), what's on deck next week (2-3 bullets), one blocker or question, one thing I need from them (or "nothing right now").
- No filler. No "I hope this email finds you well."
- Professional but not stiff. Write the way you'd actually talk.
- Don't invent accomplishments I didn't tell you about.

```
My week (edit before pasting):
```

- What I actually got done: [list 3-5 things, even if they feel small]
- What's next week: [list 2-3 things]
- Any blocker or confusion: [one thing, even if you're not sure it's a "blocker"]
- Is there anything I need from them: [yes or no]
- My name: [your name]
- Their name: [manager's first name]

```
Format the output as a complete email with subject line.
```

### What to watch for

- The AI will try to make your accomplishments sound more impressive than they are. If you restocked shelves and helped 20 customers, say 'restocked shelves and helped ~20 customers,' not 'optimized inventory flow and drove customer engagement.'
- The blocker/question section is the most valuable part. Skipping it to 'not bother the manager' is exactly why early-career people stay invisible.
- Write like a junior person writing to a boss, not like a boss writing to a peer. Humility wins here.

## Draft a 30-60-90 day plan for your first real job

**Scenario.** You got the job. The offer letter landed. Now a small voice is asking: what am I actually going to do the first day, the first week, the first month? A 30-60-90 plan is the answer. It's also one of the best things you can show on the second-round interview. Most early-career candidates don't bring one. The ones who do stand out.

### Prompt

```
You are helping an early-career professional draft a 30-60-90 day plan for a new job.
```

```
Rules:
```

- ```
- Focus on concrete, specific actions. No "meet with stakeholders" unless you can name who.  
- Include a mix of: learning (what to understand), relationships (who to meet), and small early wins (things you can deliver without stepping on anyone).  
- Be realistic for an early-career role. You're not solving big strategic problems in the first 30 days. You're showing up consistently and learning the job.  
- Do not invent details about the company I didn't give you.  
- Avoid corporate buzzwords.
```

```
Format:
```

```
**First 30 days. "Understand the room":**
```

- ```
- 2 or 3 bullets under Learning, Relationships, Early wins.
```

```
**30-60 days. "Start contributing":**
```

- ```
- Same three headers.
```

```
**60-90 days. "Own something small":**
```

- ```
- Same three headers.
```

```
End with: "One thing you can proactively do on Day 1 to start strong:" and a specific action.
```

```
The role (edit before pasting):
```

- ```
- Job title: [title]  
- Company type: [retail chain / small business / nonprofit / healthcare / etc.]  
- What the role will involve: [2-3 sentences from the posting or offer letter]  
- Anything specific I know about the team or environment: [or "nothing yet"]
```

### What to watch for

- AI will want to sound impressive with grand first-90-days goals. Resist. At 90 days in your first real job, 'I understand what my manager cares about and I can reliably do my core job' is