



# AI @ Work Prompt Guide

## Prompts to Use to Enhance Your LinkedIn

Here are some sample prompts to help you utilize ChatGPT or other AI tools to enhance your LinkedIn profile. These prompts will help you craft a polished, professional, and optimized LinkedIn presence that highlights your skills, achievements, and goals.

The Aurora University Office of Career Services is here to help you with your career goals. For assistance, email [career@aurora.edu](mailto:career@aurora.edu) or schedule an appointment on Handshake.

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### **Crafting a Compelling LinkedIn Headline**

Prompt: *“Help me write a LinkedIn headline that highlights my experience as a business major and my interest in data analytics internships.”*

### **Writing a Strong LinkedIn Summary**

Prompt: *“Help me write a LinkedIn summary that highlights my passion for software development, my current coursework, and the skills I’m building through my internship.”*

### **Highlighting Key Skills in Your Profile**

Prompt: *“What are the top 5 skills I should highlight on my LinkedIn profile for a career in public relations?”*

### **Adding a Professional Experience Section**

Prompt: *“Help me write the description for my LinkedIn experience section about my role as a marketing intern, focusing on the projects I worked on and the results I achieved.”*

### **Showcasing Academic Achievements**

Prompt: *“How can I add my academic achievements, like scholarships or awards, to my LinkedIn profile in a professional way?”*

### **Adding Certifications and Coursework**

Prompt: *“How should I list my online certifications in data science and my relevant coursework on LinkedIn?”*

### **Tailoring LinkedIn for a Career Change**

Prompt: *“How can I rewrite my LinkedIn profile to reflect my transition from a career in finance to a new focus on project management?”*



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## Prompts to Use to Enhance Your LinkedIn Continued

### **Adding Volunteer Experience**

Prompt: *“How should I describe my volunteer experience as a youth mentor on LinkedIn, and why is this valuable for a career in education?”*

### **Optimizing for LinkedIn Search**

Prompt: *“What keywords should I include in my LinkedIn profile to get noticed by recruiters for marketing analyst positions?”*

### **Personalizing the LinkedIn URL**

Prompt: *“How can I create a custom LinkedIn URL that looks professional and is easy to share?”*

### **Adding Media or Projects**

Prompt: *“How should I showcase the marketing projects I’ve worked on in class or internships on my LinkedIn profile?”*

### **Writing a Professional LinkedIn Post**

Prompt: *“Help me write a professional LinkedIn post to share that I’ve just completed a certification in data analysis and what I’ve learned from the course.”*

### **Writing an Engaging LinkedIn Recommendation**

Prompt: *“How can I write a thoughtful LinkedIn recommendation for a peer who worked with me on a project?”*

### **Highlighting Extracurricular Activities**

Prompt: *“How can I describe my role as the president of the student business club on LinkedIn, and how should I link it to the skills I’m developing for a career in management?”*

### **Refining LinkedIn’s Experience Section for Early Career Professionals**

Prompt: *“How can I update my LinkedIn experience section to reflect my part-time job as a barista and the transferable skills I’ve gained that are relevant for an HR career?”*