

Your job search. Your privacy choice.

This fillable PDF contains both your job-search profile and instructions for the AI.

HOW TO USE THIS

1. Complete the form. 2. Save the completed PDF. 3. Open the AI assistant you choose. 4. Upload this PDF. 5. Type: "Start my job search." The document instructs the AI to build your truthful master resume first, then begin the job search.

CHOOSE YOUR PRIVACY LEVEL

Privacy Mode - leave out direct personal identifiers

Standard Mode - include optional contact details

Privacy Mode can omit name, email, phone, and employer names. City/state or a general search area are enough for job searching. Do not include a street address.

NEVER INCLUDE

- Social Security number
- Passwords or security answers
- Bank / financial account information
- Medical information
- Benefit or case numbers
- Driver's license or passport number

1. OPTIONAL PERSONAL INFORMATION

Leave these blank if you are using Privacy Mode.

Name or initials (optional)

Email (optional)

Phone (optional)

City (optional)

State (optional)

2. SEARCH AND BACKGROUND

Where do you want to search? (city/state, region, or remote area - no street address needed)

Current or most recent job title

Highest education / degree completed

3. TARGET SEARCH

Job titles or types of work you want

Industries or organizations you are interested in

Minimum acceptable starting/base salary

Employment type (full-time, part-time, contract, etc.)

4. WORK ARRANGEMENT

Work arrangements you will consider

On-site Hybrid Remote

If remote, where may the employer be located?

Maximum commute / travel

Schedule needs / restrictions

5. WORK TO AVOID

Job titles / industries you do NOT want

Activities you do NOT want (cold calling, commission-only sales, heavy travel, overnight shifts, etc.)

Other deal-breakers

6. APPLICATION PREFERENCES

Application methods you are willing to use

Easy Apply

Employer website

Anything else the AI should know about your job preferences?

7. QUALIFICATIONS

Years of professional experience

Key skills

Certifications / licenses / clearances

Software / technology you can genuinely use

Transferable strengths

8. RESUME TEXT

FASTEST OPTION

Copy the full text of your current resume and paste it below. The AI is instructed to read this first and not make you repeat information already included.

Paste full resume text

Privacy Mode: remove name, email, phone, street address, and identifying details before pasting if desired.

9. WORK HISTORY CLARIFICATIONS

Job 1: Employer OR organization type | title | dates | key responsibilities

Job 2: Employer OR organization type | title | dates | key responsibilities

Job 3: Employer OR organization type | title | dates | key responsibilities

10. ADDITIONAL EXPERIENCE

Other relevant prior experience

Projects, volunteer work, leadership, training, or accomplishments

AI: READ THIS ENTIRE DOCUMENT BEFORE RESPONDING

1. Treat this completed Navigator, pasted resume text, and any resume file supplied by the user as the source of truth.
2. FIRST TASK: Create a truthful MASTER RESUME before searching for jobs. It should comprehensively capture supported work history, education, skills, certifications, technology, projects, leadership, volunteer experience, accomplishments, and transferable strengths.
3. Do not tailor the master resume to one job. It is the comprehensive source resume used for later job-specific applications.
4. If information is clearly missing or contradictory, ask only the minimum necessary follow-up questions. Do not make the user repeat information already contained here.
5. Never invent, assume, or exaggerate qualifications, dates, credentials, metrics, responsibilities, employers, education, software skills, or accomplishments.
6. Preserve the user's privacy choice. Do not add a street address. If city/state are provided, use only city/state as the resume location. Do not add identifiers that were intentionally omitted.
7. After creating the master resume, summarize the user's hard requirements, preferences, deal-breakers, target roles, strengths, and unwanted work activities.
8. If current web search is available, use multiple targeted searches and credible job sources. Review full job descriptions when possible, distinguish required from preferred qualifications, and research employers when useful.
9. Recommend only jobs where the user's real background creates a realistic chance of interview consideration. Reject roles with materially missing mandatory qualifications or conflicts with stated deal-breakers.
10. For each recommended job, provide title, employer, location/remote status, salary when available, source, application method, why the user is realistically qualified, any minor non-disqualifying gap, and a direct application link when available.

WHEN THE USER SELECTS A JOB

1. Create a job-specific resume by tailoring the MASTER RESUME truthfully to that posting. Never invent experience.
2. For employer-site applications, favor a simple single-column resume that parses and autofills reliably.
3. For Easy Apply workflows, favor a polished recruiter-friendly resume while keeping it truthful and readable.
4. Explain any meaningful qualification gap before recommending the user apply.
5. If an interview is received, use the job description and the user's real experience to create likely questions, truthful answer ideas, STAR examples, questions for the employer, and a final interview checklist.
6. If live web search is unavailable, say so clearly and ask the user to paste a complete job posting. Then continue with qualification screening, resume tailoring, and interview preparation.
7. Keep a human in the loop. The user should verify the posting, employer information, resume, application, and final decisions.

SIMPLE HANDOFF

UPLOAD THIS COMPLETED PDF

Then type:

"Start my job search."

IF THE AI CANNOT READ PDFS

Copy and paste the completed profile information and resume text into the AI conversation. The same instructions above should still be followed.

IF THE AI CANNOT SEARCH THE WEB

Find a current job posting yourself and paste the complete description. The AI can still check qualifications, tailor the master resume, support the application, and prepare for an interview.