

Ready-to-use AI prompts that you can copy and paste into Microsoft Copilot, ChatGPT, or other AI tools to generate interview questions and practice responses.

Why should I use AI to prepare for interviews?

AI can help you:

- Practice answering common interview questions
 - Prepare for industry-specific interviews
 - Build confidence before meeting employers
 - Improve communication skills
 - Receive feedback on your answers
 - Practice as often as you want without pressure
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What is the easiest prompt to start with?

Prompt:

I am applying for a [job title] position. Create 10 common interview questions and provide examples of strong answers.

Example:

I am applying for a Medical Front Office position. Create 10 common interview questions and provide examples of strong answers.

How do I get questions tailored to my career field?

Prompt:

Act as a hiring manager for a [career field] position. Ask me 10 realistic interview questions and wait for my answer before asking the next question.

Examples:

- Medical Front Office
 - HVAC Technician
 - Electrician Apprentice
 - Administrative Assistant
 - Cybersecurity Analyst
 - Pharmacy Technician
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How can AI conduct a mock interview?

Prompt:

Act as a professional interviewer. Conduct a mock interview for a [job title] position. Ask one question at a time, wait for my response, and provide feedback before moving to the next question.

How do I practice behavioral interview questions?

Behavioral questions ask about past experiences.

Prompt:

Generate 15 behavioral interview questions using the STAR method for a [job title] position.

Examples include:

- Tell me about a time you handled a difficult customer.
 - Describe a challenge you faced at work.
 - Tell me about a time you worked as part of a team.
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What is the STAR Method?

STAR helps structure interview answers:

- **S**ituation
- **T**ask
- **A**ction
- **R**esult

Prompt:

Teach me how to answer interview questions using the STAR method. Provide examples for a [job title] position.

How can AI help me improve my answers?

Prompt:

Review my interview answer for clarity, professionalism, confidence, and completeness. Suggest improvements and provide an example of a stronger answer.

My answer:

[paste answer here]

How do I practice answering "Tell Me About Yourself?"

Prompt:

Help me create a 60-second professional response to the interview question "Tell me about yourself." Use information about my education, skills, and career goals.

How can I practice difficult interview questions?

Prompt:

Generate 20 difficult interview questions for a [job title] position and provide tips for answering each one.

Examples:

- What is your greatest weakness?
 - Why should we hire you?
 - Tell me about a time you failed.
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How do I prepare for customer service interviews?

Prompt:

Create a mock interview for a customer service role. Focus on communication, professionalism, conflict resolution, teamwork, and problem-solving skills.

How can I practice healthcare interviews?

Prompt:

Create a mock interview for a Medical Front Office position. Include questions about patient confidentiality, communication, scheduling, customer service, professionalism, and teamwork.

How do I practice trade and technical job interviews?

Prompt:

Create a mock interview for a skilled trades position as a [HVAC technician/electrician/welder/plumber]. Focus on safety, technical skills, teamwork, problem-solving, and customer service.

Can AI help me answer questions based on my resume?**Prompt:**

Review my resume and create 15 interview questions that an employer might ask based on my work experience. Include sample answers.

Paste your resume below the prompt.

How can I identify weaknesses before an interview?**Prompt:**

Act as an interview coach. Ask me 10 interview questions and score my answers on:

- Confidence
- Professionalism
- Clarity
- Organization
- Relevance

Then provide recommendations for improvement.

How can I reduce interview anxiety?**Prompt:**

Act as an interview coach. Provide tips for reducing interview anxiety and guide me through a practice interview with encouraging feedback.

How do I prepare questions to ask the employer?**Prompt:**

Generate 15 professional questions I can ask an employer at the end of an interview for a [job title] position.

Examples:

- What does success look like in this role?
 - What training opportunities are available?
 - What are the next steps in the hiring process?
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How can AI help me practice virtual interviews?

Prompt:

Conduct a virtual interview simulation. Include advice on eye contact, body language, speaking pace, professionalism, and virtual meeting etiquette.

What is the best all-in-one interview practice prompt?

Master Prompt:

Act as an interview coach and hiring manager. I am preparing for a [job title] interview. Conduct a realistic mock interview one question at a time. After each answer, provide constructive feedback on content, professionalism, confidence, communication, and completeness. Suggest improvements and continue until 10 questions have been completed. End with an overall interview score and recommendations for improvement.

Final Tips for Learners

- ✓ Practice at least 3 times before an interview.
- ✓ Answer out loud, not just by typing.
- ✓ Record yourself and review your responses.
- ✓ Use the STAR Method for experience-based questions.
- ✓ Focus on specific examples from work, school, volunteer activities, or training programs.
- ✓ Remember: Interviewing is a skill that improves with practice.

The more you practice, the more confident and prepared you'll be when meeting with a real employer.