SKILLTECH ACADEMY / PRACTICAL AI GUIDES

BOOK 11

Get Job Ready with ChatGPT

CV

Clear evidence

Letter

Relevant detail

Interview

Honest answers

Prepare a truthful CV section, a focused cover letter and interview answers you can explain.

6 tutorials / 18 prompts / 10 teaching figures

One fictional, source-linked application project

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START HERE

Make your experience clear and checkable

ChatGPT can help you organise experience, find relevant examples and improve a draft. It cannot give you experience you have not gained. A useful application sounds like you and gives an employer enough detail to understand what you actually did.

This book follows Leila Dlamini, a fictional Store Assistant, through one supplied job advert. You will build an evidence inventory, compare the requirements, draft a CV section and short cover letter, and practise interview questions.

How to use the tutorials

1. Read the candidate notes and advert on the following pages. They are the only facts used for the practice application.

2. Start a fresh ChatGPT conversation and paste a fully expanded prompt from SkillTech_Ebook_11_Prompts.txt. In printed prompts, replace the source selectors with the requested records.

3. Compare each draft with the source, revise one problem at a time and save the version you reviewed.

Examples are fictional and authored, not ChatGPT transcripts. Check replies against the supplied sources. These text exercises need no API setup. The practice CV and letter use an invented applicant. Replace them with your own truthful experience and rehearse interview answers aloud.

YOUR ROUTE THROUGH THE BOOK

One candidate, one advert, three useful drafts

Chapter	You will make
1. Genuine experience	An evidence inventory with gaps kept visible.
2. Read the advert	A requirement-to-evidence map.
3. Improve the CV	A clear, truthful CV section.
4. Tailor the letter	A short letter for the supplied role.
5. Practise answers	A question sheet and supported STAR example.
6. Check and prepare	A claim review and application checklist.

The practical project

Prepare a CV section, cover letter and interview practice sheet for the fictional Stores Administration Assistant role. Trace every qualification and achievement to the candidate notes. The supplied drafts are reference examples; try your own version before reading them.

Keep an internal source trail separate from the documents an employer would read. A record such as E02 belongs in the review sheet; the CV should explain the action in ordinary words.

Meet the fictional candidate

F01 Leila Dlamini is an original fictional candidate, not a real applicant or the reader. No real contact information is supplied.

F02 Store Assistant, Cedar Supply. Paid role from 1 February 2024 to 30 September 2026. No promotion or staff-management responsibility is supplied.

F03 Completed Grade 12 at Bayview Secondary School in 2023. No tertiary degree or other qualification is supplied.

F04 Uses English and isiZulu in everyday customer conversations. No certified proficiency level or test result is supplied.

F05 Uses basic Excel for stock entries, simple filters and SUM. No advanced Excel, macros, pivot tables or Excel certification is supplied.

F06 No bookkeeping qualification or bookkeeping work experience is supplied.

F07 Leila confirms that she has not used a dedicated inventory software system. This is a confirmed experience gap, not a supplied software skill.

F08 Availability, driving licence, personal contact details and referee permission are not supplied. Do not fill these gaps by guessing.

Keep the examples specific

E01 On 12 September 2026, in the Store Assistant role, Leila checked quantities on eight delivery notes against their printed packing lists.

E02 She identified two quantity mismatches, marked the affected entries and asked her supervisor to review them. The supervisor confirmed the corrected quantities.

E03 Leila entered the confirmed quantities into the shared Excel stock list and filed the delivery notes by date. No measured speed, savings or error-reduction percentage is supplied.

E04 On 18 September 2026, a customer asked for an unavailable size. Leila checked the stock list with her supervisor and explained a confirmed stock option. No sale, customer rating or later response is supplied.

E05 On 23 September 2026, when a colleague was absent, the supervisor assigned a shared stock check. Leila counted her assigned shelf and passed that count to the supervisor. She did not lead the team or manage the branch.

E06 No revenue result, productivity gain, award, staff-supervision achievement or quantified business improvement is supplied. Counts in E01-E02 describe one batch only.

FICTIONAL SOURCE / J

Read the complete practice advert

J01 Fictional employer: Maple Office Supplies. Role: Stores Administration Assistant. Reference: MSA-26. This is a teaching advert, not a live vacancy.

J02 Essential: Grade 12.

J03 Essential: basic Excel for stock data entry.

J04 Essential: careful delivery-note capture and filing.

J05 Essential: clear customer communication.

J06 Desirable: experience with dedicated inventory software. This is a preference, not an essential criterion in this advert.

J07 Practice application instructions: CV and short cover letter as PDF files, through the employer portal by 30 October 2026 at 16:00 SAST. The portal URL, file-size limit, contact person and employer AI-use policy are not supplied.

J08 Duties include checking quantity queries with a supervisor, recording queries and keeping paper records organised. Salary, start date, work pattern, driving-licence requirements and transport arrangements are not specified.