

The Recruiter AI Prompt Pack

6 copy-paste prompts for the roles you are filling this week

These six prompts are pulled straight from the full Ahead at Work guide for Recruiters. They cover the loop you run on every req: writing the job description, building the Boolean string to find people, sending outreach that actually gets a reply, structuring the interview, summarising candidates for the hiring manager, and closing out the ones who did not get the role. Swap the bracketed details for the real job, paste the whole prompt in, and you get a usable first draft instead of a generic one. Read everything before it reaches a candidate or a hiring manager.

1. Job Description Generator (Role-Specific)

Act as a senior recruiter writing a job description for [ROLE TITLE] at [COMPANY NAME].

Context:

- Department: [DEPARTMENT]
- Reports to: [MANAGER TITLE]
- Location: [REMOTE / HYBRID / ONSITE + CITY]
- Salary range: [RANGE OR 'competitive']

Write the job description with these sections:

1. Opening hook (3 sentences max, why this role matters and what impact the person will have. No generic 'We are looking for a talented...' openings)
2. What you'll do (6-8 bullet points, each starting with an action verb, describing outcomes not tasks)
3. What you'll bring (must-haves vs nice-to-haves clearly separated, max 5 must-haves)
4. What we offer (benefits that actually matter to candidates, not 'competitive salary' fluff)
5. About us (50 words max, what makes working here different)

Tone: direct and human, like a colleague describing the role over coffee. Avoid corporate jargon. No 'synergy,' 'rockstar,' 'ninja,' or 'wear many hats.'

2. Boolean Search String Builder

You are a sourcing specialist. I need Boolean search strings to find candidates for this role:

Role: [JOB TITLE]

Must-have skills: [LIST 3-5 SKILLS]

Nice-to-have skills: [LIST 2-3]

Industry preference: [INDUSTRY OR 'any']

Experience level: [JUNIOR / MID / SENIOR]

Location: [CITY/REGION OR 'remote']

Generate:

1. A LinkedIn Boolean search string (using AND, OR, NOT operators)
2. A Google X-ray search string for LinkedIn profiles
3. A Google X-ray search string for GitHub profiles (if technical role)
4. 5 alternative job titles this person might use on their profile
5. 5 companies where this type of candidate likely works now

Explain each string so I can modify it. Keep strings under 200 characters for LinkedIn's search limit.

3. Cold Candidate Outreach Email (Personalised)

Act as a senior recruiter with a proven track record of high-response outreach. Draft a personalised cold outreach email for a passive candidate.

Candidate info:

- Name: [FIRST NAME]
- Current role: [THEIR CURRENT TITLE]
- Current company: [THEIR COMPANY]
- Something notable from their profile: [SPECIFIC PROJECT, ACHIEVEMENT, POST, OR SKILL]

Role I'm recruiting for:

- Title: [JOB TITLE]
- Company: [COMPANY NAME]
- Key selling point: [WHY THIS ROLE IS WORTH LEAVING THEIR CURRENT JOB]
- Salary range: [RANGE OR 'competitive']

Rules:

- Under 100 words (busy people don't read long emails)
- Reference their specific work in the first sentence, prove you actually looked at their profile
- Lead with what's in it for THEM, not what you need
- End with a soft ask ('worth a quick chat?' not 'are you interested in applying?')
- No 'I hope this finds you well' or 'I came across your profile'
- Write 3 subject line options (under 40 characters each)

4. Structured Interview Question Generator

Create a structured interview guide for a [ROLE TITLE] position.

Context:

- Key competencies to assess: [LIST 3-5: e.g., 'problem-solving, collaboration, technical depth, leadership, communication']
- Interview stage: [PHONE SCREEN / TECHNICAL / BEHAVIOURAL / FINAL]
- Interviewer: [HIRING MANAGER / PEER / PANEL]

For each competency, provide:

1. One behavioural question (STAR format prompt, 'Tell me about a time when...')
2. One situational question ('How would you approach...')
3. What a strong answer looks like (2-3 bullet points)
4. What a red flag answer looks like (2-3 bullet points)
5. A follow-up probe question to go deeper

Also include:

- 2 opening rapport-building questions (not 'tell me about yourself')
- 1 closing question that gives the candidate a chance to demonstrate enthusiasm
- A simple 1-5 scoring rubric for each competency

5. Candidate Summary for Hiring Manager

I need to present [NUMBER] candidates to a hiring manager for the [ROLE TITLE] position. Create a structured candidate summary template I can fill in for each.

For each candidate include:

1. Candidate name and current role/company
2. Why they're a fit (3 bullet points aligned to the role's key requirements)
3. Potential concerns (1-2 honest points, don't hide weaknesses)
4. Interview performance highlight (one specific moment that stood out)
5. Salary expectations vs our range
6. Availability / notice period
7. Risk level (are they actively interviewing elsewhere? How quickly do we need to move?)
8. My recommendation: Strong hire / Proceed with caution / Pass (with one-sentence reasoning)

Format it so a busy hiring manager can scan all [NUMBER] candidates in under 5 minutes and make a decision on who to advance.

6. Candidate Rejection Email (Post-Interview)

Draft an empathetic rejection email for a candidate who was interviewed but not selected.

Candidate info:

- Name: [FIRST NAME]
- Role they interviewed for: [ROLE TITLE]
- Interview stage reached: [PHONE SCREEN / SECOND ROUND / FINAL]
- One genuine strength observed: [SPECIFIC POSITIVE, e.g., 'Your presentation on X was excellent']

Rules:

- Thank them for their time specifically (mention something from their interview)
- Be honest but kind, no vague 'we decided to go in a different direction'
- Offer one piece of genuine, actionable feedback if appropriate
- Invite them to stay connected for future opportunities (only if sincere)
- Under 100 words, respect their time
- No 'unfortunately' in the first sentence. Lead with gratitude.
- No corporate platitudes like 'This was a very difficult decision'

This is six of sixteen

The full Recruiter guide has all sixteen prompts, honest reviews of the AI sourcing and screening tools recruiters actually use with current prices, the workflows that string these prompts into one pipeline, and a 30-day plan to build the habit. One-time purchase, instant download.

Get the full guide. \$29

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