

SALE FISH

MARKETING

CYBERSECURITY CONSULTING

Job Hunting Tool Suite

User Guide

A Getting Started walkthrough, plus a detailed guide to all ten tools

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Last Updated: October 18, 2026

Live Suite URL (click below):

https://tjackson8817.github.io/Job-Hunting-Tool-Suite/

Revision history. August 10, 2026 (Target Company Prompt Builder section updated August 11-12, 2026 for its Bulk Company Pull step, competitor-cascade discovery method, and NAICS-search reference link, and August 13, 2026 to remove the Templates feature (session-only saving was confusing users into thinking it persisted); Outreach Message Builder and Recruiter Message Sanity Check sections updated August 12, 2026 for Message Goal/Context Notes and the new Job Posting mode, respectively; Interview Prep Guide Builder added as Step 4 and Steps 3a/3b renumbering applied August 12, 2026; Salary Negotiator added as Step 5 August 12-13, 2026; Career Path Discovery Prompt Builder added as Step 0 August 17, 2026, with Pivot Positioning Notes added to Resume & Cover Letter Tailoring and Objection Reframing added to Interview Prep Guide Builder the same day; LinkedIn Profile Builder added as a third ongoing tool August 17, 2026; Target Company Prompt Builder section updated August 18, 2026 to add the Department Contact Finder step; Interview Prep Guide Builder section updated September 1, 2026 to add the Candidate SWOT Analysis and the optional STAR Stories field; Career Path Discovery Prompt Builder section updated September 26, 2026 to add Target Pivot mode, a resume-file attach option, and pivot resume repositioning with a hand-off to Resume & Cover Letter Tailoring, and the Resume & Cover Letter Tailoring section updated the same day for its matching hand-off checkbox).

September 30, 2026: Target Company Prompt Builder section updated for its new section order (Detailed Company Pull first, Bulk Company Pull second and optional) and the new Outreach Msg tab produced by LinkedIn Contact Enrichment and Department Contact Finder; Outreach Message Builder section updated for its contacts-based paste (Company, Contact Name, Title), with Category removed; Interview Prep Guide Builder section updated for the optional CliftonStrengths section; all pages containing a table switched to landscape for readability.

October 8, 2026: Target Company Prompt Builder section updated for LinkedIn Contact Enrichment v5 — it now maps target companies to your LinkedIn connections and, optionally, your LinkedIn message history (new Summary, Target Connections, and Messages tabs alongside Contact Matches and Outreach Msg), and still works with Connections.csv alone. Before You Start box updated with Claude permission-mode (Auto) setup and screenshot.

October 12, 2026: LinkedIn Profile Builder section updated for the new Skills section — Full build (up to 100 skills, four tiers, the default) or Focused list (15–25), plus the Step 2 gap-question follow-up prompt and the live-research-first fallback skills pool. Also added the new Tools, platforms, certifications & methods; Job postings; and Location & work arrangement fields, the Executive (VP / C-suite) management level, Open to Work settings, up to 5 headline options, and the Load .txt to edit button. Target role and target industry are now separate fields.

October 17, 2026: Career Path Discovery Prompt Builder section updated for the new veteran option. Veterans and transitioning service members can check "I'm a veteran or transitioning service member" in either mode to add branch, MOS / AFSC / NEC / Rating, final rank, years of service, security clearance, separation status, and DoD SkillBridge and GI Bill / VR&E checkboxes. The output adds a Military-to-Civilian Translation (translation table, occupation code crosswalk, and missed similarities), an Inferred Skills table to confirm before using, and a Civilian Market Leverage section, plus a Military Experience Leverage column in the ranking. Quick Reference, Getting Started, and the Resume & Cover Letter Tailoring hand-off row updated to match.

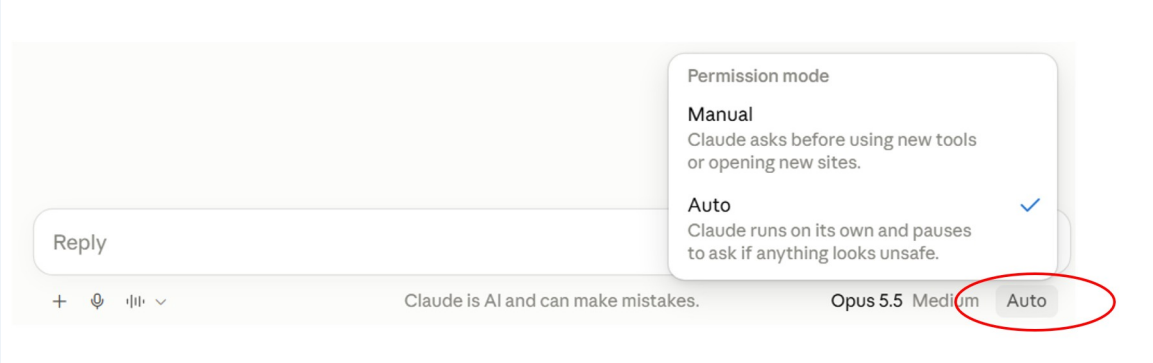
October 18, 2026: Career Path Discovery Prompt Builder section updated so the veteran option also produces copy-ready hand-off blocks in Discover mode (and in Target Pivot mode with resume repositioning off): Block 1 has a one-line pivot description for each top-3 path, and Block 2 carries key military-to-civilian translations, crosswalk titles, evidence-backed strengths, and clearance. Interview Prep Guide Builder section updated for its new optional Military / Veteran Background option in all three modes: a "Say This, Not That" table, misconception reframing, telling military stories to a civilian, clearance wording, questions veterans get, and (Recruiter Screen) military pay versus civilian salary. Resume & Cover Letter Tailoring hand-off rows, Quick Reference, and Getting Started updated to match. Also corrected the Interview Prep mode table: CliftonStrengths is Section 7, not 6, in Hiring Manager and General/Other modes.

Before You Start — Two Claude Settings

In Claude, go to **Settings → Capabilities** and toggle **"Code execution and file creation"** on. This is what lets Claude actually build the Excel or Word file a tool asks for, instead of just describing it in the chat. Available on Free, Pro, Max, Team, and Enterprise plans — on web, desktop, and mobile. (Web search is the other setting you'll need; see the full settings table below.)

Set Claude's Permission Mode to Auto

Look at the bottom-right corner of the Claude message box, next to the model name. If the permission mode there reads **Manual**, click it and select **Auto** from the pull-down. This allows Claude to run uninterrupted for processes such as fetching web pages — research prompts like Target Company Prompt Builder and Job Posting Finder can open dozens of pages, and in Manual mode Claude stops to ask before each new site.



In Auto, Claude runs on its own and still pauses to ask if anything looks unsafe. If you don't see the mode button, your plan or organization may not offer it yet — you'll simply approve each web page as Claude asks.

Table of Contents

What This Suite Is
Getting Started
- The Two Workflows
- How Eight of the Ten Tools Work
- Claude Settings You'll Need
- Your First Run
- Quick Reference

0. Career Path Discovery Prompt Builder
1. Target Company Prompt Builder
2. Job Posting Finder
3. Resume & Cover Letter Tailoring
4. Outreach Message Builder
5. Interview Prep Guide Builder
6. Salary Negotiator
7. LinkedIn Profile Builder
8. LinkedIn Article Share Builder
9. Recruiter Message & Job Posting Sanity Check
Make It Your Own

What This Suite Is

This is a set of ten free, standalone web tools that turn a job search — or just staying visible in your field, or protecting yourself from scams while you search — into a repeatable process instead of a blank page every time.

Seven of them cover the job-search funnel end to end: figuring out which direction to target if you're not sure yet, finding and ranking the right companies, checking who's actually hiring right now, tailoring a resume and cover letter to a real posting, drafting the outreach messages to actually reach someone, building a real prep guide once an interview actually lands, and negotiating the actual offer once one comes in. The remaining three are ongoing tools, independent of where you are in the funnel: one optimizes your LinkedIn profile itself for the job search, another finds and drafts on-brand articles to keep you visible on LinkedIn, and the third screens incoming recruiter messages or job postings for known scam patterns, since fake recruiter outreach and fake job listings have both become common.

Eight of the ten tools work the same simple way: you fill in a short form on a web page, it builds a complete, ready-to-use prompt, you copy that prompt into a conversation with Claude, and Claude does the actual research, writing, or drafting. The tenth — Recruiter Message & Job Posting Sanity Check — is different on purpose: it runs the entire check in your browser and hands you a finished result immediately, with no separate Claude conversation required.

Disclaimer: These tools are aids, not authorities. The nine prompt-building tools hand off to Claude for the actual research, writing, or drafting — review every output before relying on it, since researched facts (company details, job postings, interviewer backgrounds, salary data, and similar) can be incomplete, outdated, or wrong. The Recruiter Message & Job Posting Sanity Check is a pattern-matching screen only; it cannot verify anyone's identity, a company's legitimacy, or a listing's legitimacy, and neither a clean nor a flagged result is a final answer. Treat every result across the suite as a starting point for your own judgment, not a substitute for it.

Getting Started

The Two Workflows

Everything in this suite falls into one of two groups, and it helps to know which before you open anything:

- **The 7-step funnel (Steps 0–5):** Career Path Discovery Prompt Builder (Step 0, Discover) is optional and comes first only if you need it — skip straight to Step 1 if you already know your target. Target Company Prompt Builder (Step 1, Research) is where the funnel actually starts for most people — everything downstream depends on the ranked tracker it produces. Job Posting Finder (Step 2, Verify) needs that tracker's Suggested Priority Rank to know which companies are worth searching. Resume & Cover Letter Tailoring (Step 3a) and Outreach Message Builder (Step 3b) — both Apply/Connect — have no fixed order between them — network first and tailor your resume once a real opening exists, or find a posting first and tailor immediately, then follow up with outreach. Both are legitimate. Interview Prep Guide Builder (Step 4, Interview) comes after Step 3 actually lands an interview, whichever path got you there. Salary Negotiator (Step 5, Negotiate) comes after Step 4 actually produces an offer — it's the direct sequel to the salary-range coaching in Interview Prep's Recruiter Screen mode, for once a real number is on the table.
- **The 3 ongoing tools:** LinkedIn Profile Builder (optimizing your profile itself for the job search), LinkedIn Article Share Builder (staying visible), and Recruiter Message & Job Posting Sanity Check (screening incoming messages or postings) aren't steps in the funnel — use them any time, whether or not you're actively job hunting.

How Eight of the Ten Tools Work

Every tool except Recruiter Message & Job Posting Sanity Check follows the identical mechanical pattern, so it's worth understanding once rather than per tool:

- Open the tool's .html file in any browser — no install, no account. Fill in a short form.

- The tool assembles a complete, detailed prompt entirely in your browser as you type — nothing you enter is sent anywhere.
- Click Copy prompt (or Download .txt), then paste it into a new Claude conversation.
- Claude executes the actual work — live web research, writing, or file-building — and returns the result in that conversation.
- Review the result before relying on it. Every generated prompt includes an explicit "execute this directly, don't ask clarifying questions first" instruction, aimed at heading off tools (e.g. ChatGPT) that sometimes respond with a plan or questions instead of just running the task.

Recruiter Message & Job Posting Sanity Check breaks this pattern on purpose — it runs the entire scan client-side and shows you a finished, scored result immediately. No prompt, no Claude conversation, no waiting.

Claude Settings You'll Need

Two Claude capabilities cover every requirement across all ten tools — check this once rather than hunting per tool:

Setting	Needed For	Where to Find It
Web search	Job Posting Finder (always), LinkedIn Article Share Builder (always), Target Company Prompt Builder (for live research), Interview Prep Guide Builder (for company/interviewer/salary research), Salary Negotiator (for market and company-specific compensation research, always), Resume & Cover Letter Tailoring (only if recruiter identification is left on), Career Path Discovery Prompt Builder (recommended, not required — for checking current role and salary norms), LinkedIn Profile Builder (recommended, not required — for researching current in-demand skills; a generic fallback list is used without it)	Click the + (or slider) icon in the chat input, find Web search, toggle it on. Team/Enterprise accounts may need an admin to enable it workspace-wide first.
Code execution and file creation	Always needed for eight of the ten tools — Job Posting Finder, Career Path Discovery Prompt Builder, Target Company Prompt Builder, Resume & Cover Letter Tailoring, Outreach Message Builder, Interview Prep Guide Builder, Salary Negotiator, and LinkedIn Profile Builder all return a downloadable Excel or Word file every time, with no chat-only option left. LinkedIn Article Share Builder needs it whenever artwork generation is on (the default). Recruiter Message & Job Posting Sanity Check never needs it.	Settings → Capabilities, toggle it on.
Neither	Recruiter Message & Job Posting Sanity Check — it never leaves your browser	N/A — nothing to enable

Your First Run

If this is your first time through the suite, here's the fastest path to a genuinely useful result:

- **Have ready:** your target industry or a few companies you already know, your resume text, and (optionally) your LinkedIn data export — Connections.csv, plus messages.csv if you want your message history included — for warm-introduction matching later.
- **Not sure what to target yet?** Start with Career Path Discovery Prompt Builder instead — it analyzes your real background and surfaces realistic alternative paths, then points you back to Step 1 once you've picked one. Already know the pivot you want (e.g. Marketing → Sales)? Use its Target Pivot mode to test the move and reposition your resume for it. Leaving the military? Turn on its veteran option (works in either mode) to translate your service into civilian terms and get copy-ready hand-off blocks for Resume & Cover Letter Tailoring. Already know your target and just need companies? Skip straight to the next bullet.
- **Start with Target Company Prompt Builder.** Fill in your starting point and purpose, generate the Detailed Company Pull prompt (Section 1), run it in Claude with Web search on, and save the resulting tracker.
- Open that tracker and look at the **Suggested Priority Rank** column — that's your shortlist for everything downstream.
- Take your top companies into **Job Posting Finder** to see who's actually hiring right now. Standard mode (title-driven search, the default) works best at 15 companies or fewer; if you're hunting Director-level or above, turn on Senior/Executive Search instead — it runs a fast broad Triage pass first (up to ~30 companies), then a focused Deep Dive on the 5 or fewer companies worth the real effort.
- **Find named people to contact.** Back in Target Company Prompt Builder, run LinkedIn Contact Enrichment (Section 3) against your own LinkedIn connections (attach your messages too, and it shows who you've already talked to and whose reply you owe), and/or Department Contact Finder (Section 4) to find named people through public research. Both return an **Outreach Msg** tab ready to paste into Outreach Message Builder.
- For a company with a real, current opening, use **Resume & Cover Letter Tailoring** (Step 3a) on that specific posting, and/or **Outreach Message Builder** (Step 3b) to reach the named contacts you just found.
- Once an interview actually lands, use **Interview Prep Guide Builder** (Step 4) — pick whichever of its three modes matches the interview you're prepping for. Veterans: turn on its veteran option and paste Career Path Discovery's Block 2, so your interview answers match your resume.
- Once a real offer actually comes in, use **Salary Negotiator** (Step 5) — give it the offer details you actually have, and only fill in a competing offer if you genuinely have one.
- Whenever your LinkedIn profile itself needs work, or you want to post something, or a recruiter message or job posting looks off, the three ongoing tools are there independent of where you are in the funnel above.

Quick Reference

Tool	Step	Description	Output	Key Claude Setting
Career Path Discovery Prompt Builder	Step 0 · Discover	Optional. Two modes: Discover surfaces alternative paths (1–4 by default, adjustable) when you're not sure what to target; Target Pivot tests a move you already have in mind (e.g. Engineering → Sales) and repositions your resume for it — skill translation, bullet rewrites, a gap outline, and a hand-off block for Resume & Cover Letter Tailoring — while still surfacing adjacent careers. A veteran option (either mode) translates military jargon, titles, and awards into civilian terms and surfaces inferred skills to confirm, with hand-off blocks for Resume & Cover Letter Tailoring in either mode. Both rank paths on transferability, credibility, comp potential, and more.	Prompt → paste into Claude → downloadable Word doc of ranked paths (+ pivot repositioning in Target Pivot mode)	Web search recommended, not required; Code execution required
Target Company Prompt Builder	Step 1 · Research	Four linked prompts on one page: the main **Detailed Company Pull** (researches and ranks companies via a competitor-cascade discovery method — not NAICS-code search; builds a formatted Excel tracker, 31–36 columns, with a computed Suggested Priority Rank; optional manual two-tier output), an optional wide-net **Bulk Company Pull** (cheap, flat candidate list to prune by hand and feed back in), **LinkedIn Contact Enrichment** for warm introduction paths, and **Department Contact Finder** for named, tier-ranked contacts via live web search. The last two each add an **Outreach Msg** tab that pastes straight into Outreach Message Builder.	Prompt(s) → paste into Claude → .xlsx tracker (+ optional bulk-pull, contact-match, and department-contact .xlsx files)	Web search; Code execution for the .xlsx
Job Posting Finder	Step 2 · Verify	Finds real, current job postings — real titles, real URLs. Standard mode (default) title-searches up to 15 companies at once; Senior/Executive Search mode instead runs a broad Triage pass (~30 companies, status only) then a verified 5-company Deep Dive. Every mode verifies any promising lead by direct link check before reporting it, and auto-flags KPMG/Accenture/EY leads as needing extra scrutiny.	Prompt → paste into Claude → downloadable .xlsx of postings/status	Web search (required); Code execution required
Resume & Cover Letter Tailoring	Step 3a · Apply/Connect	Tailors your actual resume and cover letter to one posting — keyword gap analysis, bullet rewrites, traditional letter and/or a two-column Qualifications Match Letter, plus optional Pivot Positioning Notes for a genuine career-direction change. Can also produce an updated resume with the suggestions actually applied. Accepts a Career Path Discovery pivot or veteran hand-off.	Prompt → paste into Claude → tailored documents	Web search if recruiter ID is on; Code execution required
Outreach Message Builder	Step 3b · Apply/Connect	Drafts the actual outreach messages from your contacts (Company, Contact Name, Title — pasted from an Outreach Msg tab) — tailored per contact, per stage of the relationship (first outreach, follow-up, thank-you, staying in touch), shaped by the Warm Introduction Path and Target Audience you set per row, never one generic template swapped with a name.	Prompt → paste into Claude → draft messages (downloadable .docx)	Code execution required

Tool	Step	Description	Output	Key Claude Setting
Interview Prep Guide Builder	Step 4 · Interview	Three modes — Recruiter Screen, Hiring Manager Interview, General/Other — each with genuinely different fields and content. Builds a real, grounded prep guide from your resume and the job description, including honest Objection Reframing, a Candidate SWOT Analysis (Hiring Manager and General/Other), and optional **CliftonStrengths Talking Points** built only from the themes your resume actually backs up. Never writes your behavioral stories or invents detail about a named interviewer — uses your own STAR Stories as-given if you provide them. An optional veteran option preps veterans for a civilian interviewer.	Prompt → paste into Claude → prep guide (downloadable .docx)	Web search; Code execution required
Salary Negotiator	Step 5 · Negotiate	Turns a real offer, sourced market and company-specific compensation data, and your real qualifications into an actual negotiation plan and counter-offer draft. Never invents or exaggerates a competing offer — leaving that field blank is the honest default, not a weaker use of the tool.	Prompt → paste into Claude → negotiation guide (downloadable .docx)	Web search; Code execution required
LinkedIn Profile Builder	Ongoing · Profile	Optimizes your headline, About section, experience, and skills for the job search specifically — recruiter-searchable, ATS-ready, built around LinkedIn's real character limits. For mid-level managers through executives (VP / C-suite). Skills are a full build of up to 100 (or a focused 15–25), tiered and researched against real current demand — never a canned or padded list; every quantified bullet uses a real number or falls back to a strong qualitative one.	Prompt → paste into Claude → downloadable Word doc (+ optional .png banners)	Web search recommended, not required; Code execution required
LinkedIn Article Share Builder	Ongoing · Brand	Finds the top 3 most on-brand, recent, real articles — ranked automatically — drafts 2 post variants for each (6 total), and optionally builds matching artwork for whichever you pick.	Prompt → paste into Claude → downloadable Word doc (+ optional .png)	Web search (required); Code execution required
Recruiter Message & Job Posting Sanity Check	Ongoing · Safety	Screens a recruiter message OR a job posting (pick a mode) against known scam patterns in-browser — flags unnamed intermediaries, upfront fees, reshipping/payment-processing scams, employer mismatches, AI-generated photos, and more, plus a mode-appropriate follow-up (a reply draft for messages, a pre-application checklist for postings) on borderline results.	Finished result immediately — no Claude chat needed	None — runs entirely client-side

0. Career Path Discovery Prompt Builder

STEP 0 · DISCOVER (OPTIONAL)

For when you're not sure what to target yet, or when you already have a pivot in mind and want to know whether it's realistic and how to position for it. Paste your career background (or attach your resume file in Claude), and the generated prompt asks Claude to analyze it like a career strategist and executive recruiter would: identifying your real strengths and transferable skills, then either surfacing realistic alternative career paths (Discover mode) or testing a named pivot and repositioning your resume for that target function (Target Pivot mode). Posting-specific tailoring still belongs to Resume & Cover Letter Tailoring, and interview objections to Interview Prep Guide Builder — Target Pivot mode hands its repositioning off to the former in copy-ready form. Veterans and transitioning service members can turn on the veteran option in either mode to translate military experience for the civilian job market.

Fields

Field	Required?	Description
Your background	Required unless attaching a file	Paste your resume, LinkedIn About/Experience sections, or a written summary, with no length limit. Real detail (specific accomplishments, numbers, technologies, team sizes) produces a sharper analysis than resume-objective boilerplate.
Attach my resume file directly in Claude	Optional checkbox	Upload your resume (PDF/Word) to the Claude chat with the prompt instead of pasting it. The background box becomes optional, for anything extra that isn't on your resume. Nothing is uploaded from the page itself.
Current or most recent title	Optional	A quick anchor point, separate from the fuller background text.
Hard constraints ("anything off the table")	Optional	Things genuinely off the table, not soft preferences — Claude filters every recommendation through these rather than just weighing them loosely.
Minimum acceptable compensation	Optional	A floor, not a target — flags paths that wouldn't realistically clear it.
Stay within my current industry?	Optional, defaults to No	"No" shows everything, including a full break into an unrelated industry. "Yes" restricts to adjacent roles in your current industry.
Rule out paths needing years of schooling or an entry-level restart?	Optional, defaults to Yes	"Yes" keeps the focus on paths you could realistically move into now, though an unusually compelling exception can still be flagged. "No" opens the door to paths requiring significant retraining, with that cost stated plainly.
I'm a veteran or transitioning service member	Optional checkbox, off by default	Works in either mode. Reveals the military fields below and adds three veteran sections to the output (see What You Get Back). An amber note at the top of the fields reminds you to strip your SSN, DoD ID / EDIPI, and home address from any DD-214, evaluation, or resume text, and to leave out classified details. Evaluation bullets (NCOER, OER, EPR/OPR, FITREP, Navy evals) and award citations are worth pasting into Your background, because that is where most hidden skills show up.
Branch	Optional (veteran option)	Pick from the list (Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force, Guard and Reserve components) or type your own.

Field	Required?	Description
MOS / AFSC / NEC / Rating	Optional (veteran option)	Code and title, e.g. “92Y Unit Supply Specialist.” List more than one if you held several. Left blank, Claude infers it from your background and says so.
Final rank / pay grade	Optional (veteran option)	E.g. “E-7 / Sergeant First Class.” Drives how your leadership level translates to civilian management and which skills Claude can reasonably infer.
Years of service	Optional (veteran option)	
Security clearance	Optional (veteran option)	Level and status, e.g. “Secret, active” or “TS/SCI, lapsed 2024.” Anything other than “none” adds clearance-specific guidance, roles where it is a hiring advantage, and a “best path that uses your clearance” line in the Final Recommendation.
Separation status / date	Optional (veteran option)	E.g. “Separating March 2027” or “Retired 2024.”
Interested in DoD SkillBridge	Optional checkbox (veteran option)	For service members still on active duty. Adds guidance on using a SkillBridge civilian internship (during your last 180 days) in your top paths before you separate.
GI Bill / VR&E benefits	Optional checkbox (veteran option)	Adds which certifications or training are worth funding to close a real gap fastest.
What are you looking for?	Optional, defaults to Discover paths	Discover paths (not sure what to target) or I have a target pivot in mind. Target Pivot reveals the five fields below.
Pivoting from	Optional (Target Pivot mode)	Your current function, e.g. Marketing or Engineering. Leave blank and Claude infers it from your background.
Pivoting to	Required (Target Pivot mode)	The function you want to move into, e.g. Sales or Sales Engineering. Suggestions offered, or type your own.
What’s drawing you to this pivot	Optional (Target Pivot mode)	Your own reasons, in your own words. Used as context only; Claude won’t invent motivations you don’t state.
Also surface adjacent careers	Optional toggle, on by default (Target Pivot mode)	Keeps the discovery output: adjacent paths, each compared against your named pivot.
Include resume repositioning for this pivot	Optional toggle, on by default (Target Pivot mode)	Adds Skill Translation, Bullet Rewrites, a Positioning Summary, a Gap Outline, and two copy-ready hand-off blocks for Resume & Cover Letter Tailoring, with step-by-step instructions for using them. Rewording and re-emphasis only.
How many paths to surface	Optional, defaults to 1–4	The tool’s own hint suggests 8–12 as a deeper alternative, or any number. In Target Pivot mode, this is the number of adjacent paths surfaced alongside your pivot.

Field	Required?	Description
Include a ranked fit table?	Optional toggle, on by default	
Include a “Hidden Opportunities” section?	Optional toggle, on by default	Roles at the intersection of two or more of your capabilities, not just title-matching.
Include a Final Recommendation summary?	Optional toggle, on by default	
Include next-step routing to the rest of the suite?	Optional toggle, on by default	

Claude Settings Required

- **Web search** — recommended, not required, for checking current role and salary norms. With the veteran option on, it also lets Claude check the O*NET Military Crosswalk and DoD COOL for the occupation code crosswalk and cite them; without it, Claude labels the crosswalk as general knowledge to verify
- **Code execution and file creation** — required, since the output is always a downloadable Word document

What You Get Back

A Career Profile Assessment and Career Capital breakdown grounded in your background. In Discover mode, alternative career paths (1–4 by default, adjustable — mixing adjacent moves, less-obvious transferable roles, leadership and IC options, and paths outside your current industry unless restricted). In Target Pivot mode, a Target Pivot Assessment (credible evidence, real gaps, realistic entry title and level, bridge roles, comp impact, and a pursue / pursue-via-bridge / reconsider verdict), a Resume Repositioning section ending in two shaded hand-off blocks with "How to use these blocks" steps, and adjacent paths compared against your pivot. Then, depending on which toggles you left on, a ranked fit table (your pivot listed first in Target Pivot mode), a Hidden Opportunities section, a Final Recommendation summary, and a pointer for your top 3 paths toward the specific suite tool to run next.

With the veteran option on (either mode), three sections follow Career Capital: a Military-to-Civilian Translation (a Translation Table of military terms, duty titles, units, acronyms, systems, schools, and awards with civilian equivalents and resume-ready phrasing; an Occupation Code Crosswalk to civilian occupations and credentials; and Similarities You May Be Missing, such as property accountability → fixed-asset management), an Inferred Skills — Confirm Before Using table (skills your rank and role almost certainly built but your background doesn't state, each with a question to confirm it), and Civilian Market Leverage (clearance value, employers that recruit your occupation and rank, federal hiring considerations such as veterans' preference, SkillBridge and GI Bill guidance if checked, and 3–5 common civilian misconceptions about veterans with counter-evidence from your record). The paths also include direct occupation matches, roles at your leadership level, clearance-advantaged roles, and at least one fully commercial option; the ranking gains a Military Experience Leverage column; and in Target Pivot mode with resume repositioning on, Block 2 of the hand-off carries your key term translations and clearance, never inferred skills.

In Discover mode, or Target Pivot mode with resume repositioning off, the veteran option adds its own Hand-off to Resume & Cover Letter Tailoring section near the end, under a bold red heading. Block 1 has a one-line pivot description for each of your top 3 paths (one line for your named pivot in Target Pivot mode), so you paste the line that matches your posting. Block 2 carries your 8–12 most important military-to-civilian term translations, the civilian titles your occupation code maps to, your strongest transferable strengths with their evidence, your clearance, and (Target Pivot) the real gaps from the assessment. Inferred skills stay out. For a full gap outline and bullet rewrites for one path, run the tool again in Target Pivot mode with resume repositioning on.

Worth Knowing

- Discover mode stops at "here's what to go after and why." Target Pivot mode repositions your resume for the target function in general, not for one posting — carry its hand-off blocks into Resume & Cover Letter Tailoring once you have a real posting (Block 2 into Additional context with the hand-off box checked, Block 1 into the Pivot Positioning Notes field). With the veteran option on, Discover mode produces hand-off blocks too. Neither mode preps you for interview objections about a pivot (that's Interview Prep Guide Builder's Objection Reframing).

- If a recommended path doesn't trace back to specific evidence in what you pasted, push back on it directly in the conversation — the generated prompt instructs Claude to tie every recommendation to real evidence, not generic career advice.
- Veterans: inferred skills are questions for you, not facts about you. Claude keeps them out of the resume wording, positioning summary, hand-off blocks, and rankings; if one is true, add it to your resume yourself. The same no-invention rules cover your service (no invented duties, deployments, awards, schools, or clearances). Confirm program eligibility (veterans' preference, SkillBridge, clearance reinstatement) with the official source.
- Veterans: the What's Next routing points Interview Prep Guide Builder at the misconceptions named in Civilian Market Leverage, so turn on Interview Prep Guide Builder's veteran option and paste hand-off Block 2 and those misconceptions into its translations box. A worked example (sample_prompt_veteran.txt and sample_output_veteran.docx, a fictional Army E-7 92Y with an active Secret clearance) is in the tool's GitHub repo, and its sample output now includes the Discover-mode hand-off.

Open the tool: https://tjackson8817.github.io/Career-Path-Discovery/prompt_builder.html

Full user guide:
https://github.com/tjackson8817/Career-Path-Discovery/blob/main/Prompt_Builder_User_Guide.md

1. Target Company Prompt Builder

STEP 1 · RESEARCH

One page, four linked prompts, each with its own Copy/Download buttons and output panel. The page is ordered the way most people actually use it: start with the detailed research, reach for the wide-net bulk pull only if you want a bigger candidate pool, then find named people to contact. Each prompt is independently useful — jump straight to any one of them if that's all you need.

#	Prompt	What it's for
1	**Detailed Company Pull**	The main event — deep research and ranking, either on companies you name or with a modest discovery pass bundled in
2	**Bulk Company Pull** (optional)	A cheap, wide-net candidate list to prune by hand, then feed back into Section 1 with "Just enrich these"
3	**LinkedIn Contact Enrichment** (optional)	Maps a shortlist to your own LinkedIn connections — and, optionally, your message history with them — for warm intros
4	**Department Contact Finder** (optional)	Finds named people at a company via live search, when you have no contacts of your own

The Detailed Company Pull's output (a fully formatted Excel tracker) is the foundation everything else in the funnel depends on. Sections 3 and 4 each return an **Outreach Msg** tab that pastes straight into Outreach Message Builder.

Shared Inputs

These fields sit at the top of the page and feed both the Detailed Company Pull and the Bulk Company Pull:

Field	Required?	Description
Company(s) you know	At least one of these three	Named companies to seed discovery from. A live hint appears once your list gets large — past 20, the discovery cascade runs noticeably slower; past 50, it suggests Claude's Research feature instead.
Industry description	At least one of these three	Free text. Links directly to the Census NAICS Search if you want to borrow official industry wording rather than guess.
NAICS codes	At least one of these three	Applied afterward as a classification tag (up to 5 codes per company) — not the discovery engine. NAICS codes are too broad to filter by on their own, and the one government source that can (SAM.gov) blocks automated access.
Exclude these companies	Optional	Companies to leave out entirely, even if they'd otherwise match.
Limit to company size	Optional	An instruction to Claude's research judgment (e.g. "under 1,000 employees"), not a guaranteed hard filter against a live database.
Limit to a location radius	Optional	A ZIP code and radius in miles (default 100). Same caveat — spot-check a sample of results. Separate from "Preferred location / work arrangement," which is about your own job-search preferences.

How companies actually get discovered: a competitor/alternative cascade off your named companies, cross-checked against analyst and category sources (Gartner, Forrester, G2), industry-conference exhibitor lists, and live job postings — not a NAICS-code search.

Section 1 — Detailed Company Pull (the main prompt)

The deep pass — real per-company research, either on a list you've already committed to (typed directly into Shared Inputs, or pruned from the Bulk Company Pull below) or with a modest discovery pass bundled in.

Field	Required?	Description
Discovery scope	Required — choose one	"Find new companies" lets Claude do its own modest discovery beyond your seed list. "Just enrich these" restricts research to only the exact companies you typed — the right choice if you pasted a pruned Bulk Company Pull list into Shared Inputs. It also hides every discovery-only field below, since none of them apply.
Roughly how many companies to find	Optional ("Find new companies" only)	A loose volume dial for the discovery pass. Every company found gets full research, so totals above ~50–75 tend to come back thinner per company — use Section 2 for anything wider.
Purpose — "what the list is for"	Required	The single most important field on this prompt. Drives how Claude judges fit, category, and contacts for every company it researches.
Use a two-tier target list?	Optional, manual toggle	Only takes effect when Discovery scope is "Find new companies" — hidden entirely in "Just enrich these" mode, since there's no discovered pool to rank.
Tier 1 / Tier 2 sizes	Optional	Only shown once the two-tier toggle above is on. Gets you a fully-researched Tier 1 plus a lighter Tier 2 for a larger discovered pool.
Optional add-on tabs	Optional, pick any	M&A research columns, Job Posting Quick Links (pre-built search links), Job Post Finder (a plain Company + Suggested Job Title Keywords reference tab), Outreach Contacts (Company, Key Contacts / Priority Titles, Warm Introduction Path, and Category side by side, as a reference for outreach), Industry Events & Forums, and Company Activity & Events.

Output: a fully formatted Excel workbook — one row per company, 31–36 research columns, a computed Suggested Priority Rank, plus whichever optional tabs you selected — split into Tier 1 and Tier 2 sheets if two-tier output is on and Discovery scope is "Find new companies."

There's no automatic company cap or qualification pass — you control research depth directly via Discovery scope and (optionally) Tier 1/Tier 2 sizes. As a practical guide, totals above roughly 50–75 companies in one run tend to come back thinner per company; use Bulk Company Pull plus "Just enrich these" for anything larger.

Section 2 — Bulk Company Pull (optional)

A separate, cheap prompt for when you want a bigger candidate pool than Section 1's practical ceiling. It reuses the Shared Inputs above and adds one field of its own.

What it does	Detail
Target list size	Default 75–100. It can go wider than Section 1 because there's no per-company research cost — and Claude says so plainly if the seed/industry can't support that many real companies, rather than padding the list.
Output	A flat, unformatted list: Company, Website, Inferred NAICS Code, a one-line description, and Source
Discovery method	Same competitor/category cascade described above
What to do with the result	Prune it by hand, then paste the survivors' Company column into Shared Inputs and set Section 1's Discovery scope to "Just enrich these"

This prompt is the wide, shallow pass. It deliberately does not do the deep research Section 1 does — that's the point.

Section 3 — LinkedIn Contact Enrichment (optional)

Maps a shortlist of target companies to your own LinkedIn connections to surface warm introduction paths. Attach your LinkedIn messages too, and it also shows your conversation history with each of those connections — who you've already talked to, whose reply you owe, who you're waiting on, and who you've never contacted. Doesn't touch or require the Section 1 tracker — run it as a follow-up once you have a shortlist.

Field	Required?	Description
Your target companies	Required, 25 or fewer	One per line — the Company column from your tracker works directly. More companies means more fuzzy-matching for every contact, which slows processing and can hurt match quality.
Which LinkedIn files will you attach?	Required choice	Connections + Messages (default) — attach both files and get all five tabs. Connections only — attach just Connections.csv and get the Summary, Contact Matches, and Outreach Msg tabs; use it if you don't have your messages file or would rather not share your message history.
Your LinkedIn export file(s)	Required, attached in Claude	Not pasted into the page — attach Connections.csv (and messages.csv, if you chose Connections + Messages) to the Claude message along with the generated prompt. The page never touches the files. Export steps are listed on the page (Settings & Privacy → Data privacy → Get a copy of your data); both files come in the archive LinkedIn emails you.

Output: an Excel workbook with up to five tabs. Companies with no match are still listed as "No match found," so you can see coverage across your whole list.

- **Summary** — one row per target company: contacts matched, current vs. former, and match-confidence counts; with messages, also how many you've messaged, whose reply you owe, who you're waiting on, who you've never messaged, total messages, and your last message date. All live formulas.
- **Contact Matches** — every matching contact: Company, Contact Name, Title, LinkedIn Profile URL, Current or Former, Match Confidence (High / Medium / Low), the company as listed in your CSV, and a Match Note explaining any non-exact match (subsidiary, regional entity, parent company, "Ex" employer).

- **Outreach Msg** — Company Name, Name, and Title, one contact per row with the company name repeated on every row, ready to paste into Outreach Message Builder. Former employees are marked "(former employee)" after their title, and companies with no match are left off that tab.
- **Target Connections** (with messages) — each matched connection's message history rolled up into a Status: *Your move - they replied last* or *They reached out - no reply from you* (shaded orange — the next step is yours), *Awaiting their reply* or *You reached out - no reply yet* (shaded yellow), or *Never messaged*.
- **Messages** (with messages) — every message in your conversations with those connections, grouped by company and contact.

Worth knowing: LinkedIn's export only lists each connection's current employer, so "Former" is flagged only where the data says so (e.g. "Ex EY" or a "Retired" title). Messages are matched to people by LinkedIn profile URL, not name, and anything sent after your export date won't appear. The Messages tab copies your private conversations — keep the workbook personal.

Section 4 — Department Contact Finder (optional)

The fulfillment step for the main tracker's Key Contacts / Priority Titles column, which often comes back as a placeholder rather than a real name — it finds named individuals via live web search, not from your own contacts.

Field	Required?	Description
Target companies	Required, 15 or fewer	The companies to search for named contacts at. Each company/role pair needs its own live search, so this is a heavier per-company lift than Section 3.
Target role / department	Required	A department or practice name, not a full job title — the shortest variant from your tracker's Suggested Job Title Keywords works best (e.g. "OT Cybersecurity" rather than "Managing Director, OT Cybersecurity").
Include adjacent teams?	Optional, defaults to Yes	"Yes" also returns Tier 2 (adjacent) and Tier 3 (umbrella) matches when exact matches are thin. "No" returns Tier 1 exact matches only.

Output: a tiered table of named people — Company, Name, Title, Department/Team, Match Tier, Source, and Confidence — laid out to paste back into the main tracker's Key Contacts / Priority Titles column. Every result is labeled Tier 1 (Exact), Tier 2 (Adjacent), or Tier 3 (Umbrella), so a loosely-related match is never presented as if it's the exact team. It also includes the same **Outreach Msg** tab as Section 3 (Company Name, Name, Title), leaving out companies with no public matches and any row without a confirmed real name.

Claude Settings Required

- **Web search** — for live company research and the Department Contact Finder
- **Code execution and file creation** — to build the actual .xlsx files

Worth Knowing

- **Start with Section 1.** Most runs never need the Bulk Company Pull. Use it when you want a pool larger than Section 1 can research well in one pass, then bring the pruned list back to Section 1 with "Just enrich these."
- **The Outreach Msg tab is built for copy and paste.** Select columns A–C with the header row, copy, paste into Outreach Message Builder's bulk-paste box, and click Parse rows. Don't add columns, merge cells, or leave a company name blank on a second contact at the same company — each pasted row is read on its own.
- **LinkedIn's export lists each connection's current company only.** A match is Current unless the CSV itself says otherwise, and people who used to work at a target company won't appear at all.
- **Check Low-confidence contacts before reaching out.** Department Contact Finder rates each person by how directly and how recently the source confirms their current role — older or undated sources come back Low.
- The Job Post Finder tab is deliberately simple (no formulas, no hardcoded job boards) — it exists so you can copy a company and its keyword variants into whatever search tool you actually want to use, complementing the link-based Quick Links tab rather than replacing it.

Open the tool: https://tjackson8817.github.io/Target-Company-Prompt-Builder/prompt_builder.html

Full user guide: https://github.com/tjackson8817/Target-Company-Prompt-Builder/blob/main/Prompt_Builder_User_Guide.md

2. Job Posting Finder

STEP 2 · VERIFY

Takes a shortlist of companies — ideally your top few by Suggested Priority Rank — and has Claude search live for real, current job postings: real titles, real URLs, real posted dates. Built around an explicit anti-hallucination guarantee: report fewer results honestly rather than pad the list to look complete.

The First Decision: the Senior/Executive Search Toggle

A single toggle at the top of the tool, off by default. It doesn't just add more depth — it switches the tool to a fundamentally different search style, because senior roles and mid-level/IC roles behave completely differently in the job market. Know which side of this toggle you need before you fill in anything else:

	Toggle OFF — Standard Mode	Toggle ON — Senior/Executive Search
Best for	Mid-level and IC roles, usually posted with recognizable, close-to-literal titles	Director / VP / Managing Director / Partner-level roles, frequently filled through internal promotion, executive search firms, or warm referral — often never posted publicly at all
How it searches	Single-stage, title-driven search	Two stages: a broad Triage pass, then a focused Deep Dive
Company ceiling	15 or fewer — the tested working limit for real per-company depth	Triage: ~30 companies. Deep Dive: 5 or fewer — both tested numbers, not guesses
How your pasted titles are used	As literal search terms	Ignored during Triage (status-only check); used during Deep Dive as category-matching hints (Seniority + Domain + Function), not literal phrases
What you get back	A postings table (or .xlsx) with Near-Misses	Triage: a status sheet per company (green = active senior posting / yellow = only below-senior postings / white = no visible postings / lock = not searchable), plus a ready-to-use LinkedIn saved-search URL for every green/yellow company. Deep Dive: full postings + Near-Misses, same shape as Standard mode

If you're not sure which you need: if the title you're searching for could plausibly show up verbatim in a job posting (e.g. "Senior Financial Analyst," "Product Manager"), use Standard mode. If you're searching for something like "Director" or above where the real opening — if one even exists — is unlikely to be posted with that exact title, turn the toggle on.

Senior/Executive Search's two stages, in more detail:

- **Stage 1, Triage:** one fast, broad check per company — does this company have any visible senior-level posting right now? Works up to ~30 companies in one pass.
- **Stage 2, Deep Dive:** full-depth search on 5 companies or fewer. Runs a real 4-query treatment per company (LinkedIn Jobs, the company's own careers site, Indeed/Glassdoor/ZipRecruiter, plus a direct verification fetch on the best lead).

Fields

These apply the same way regardless of which mode the toggle above is set to:

Field	Required?	Description
Bulk paste from your tracker	Optional	Select Company and Suggested Job Title Keywords from your Prompt Builder output, paste, and Parse rows — reads the real tab-separated columns directly, keeping each company's own specific title variants (semicolon-separated cells are kept as OR alternatives to search, not garbled into one string).
What to search for (typed)	Optional — alternative or supplement to bulk paste	Companies and/or titles, combined via Any (OR), All (AND), or a custom boolean expression.
Recency window	Required, has a default	7 / 14 / 30 days, or any time.
Location	Optional	
Max postings per combination	Optional, has a default	

There's no "which sources to check" toggle — every doable source (LinkedIn Jobs, Indeed, each company's own careers page, Google Jobs, Glassdoor, ZipRecruiter) is checked by default, and the results say plainly, per company, which were actually checked versus which couldn't be (login-gated, no public listings page, etc.).

Output: always a downloadable Excel file (.xlsx) with color-coded recency and date-confidence — no chat-table option anymore. Triage runs output a single status sheet instead of a postings list.

Claude Settings Required

- **Web search** — required; without it there is no way to find anything real
- **Code execution and file creation** — required, since every mode's output is always a downloadable .xlsx

What You Get Back

A downloadable Excel workbook grouped by company, with every posting's real URL shown directly — required on every row, never summarized away. Followed by a separate Near-Misses sheet listing postings that relate to your search but don't fully qualify, each with an explicit Reason, so nothing just silently disappears. In Executive mode, near-misses are the expected majority of what comes back, not a sign of a weak search.

Worth Knowing

- A batch-size warning appears above the generated prompt once your company count goes over the working ceiling for your current mode/stage — 15 for Standard, ~30 for Triage, 5 for Deep Dive. It's informational only, nothing is truncated, but expect a larger batch to run long or come back thinner per company.
- **Every mode verifies before trusting a lead.** Any posting specific enough to drive a real result gets a direct link check before being reported — search snippets and aggregators frequently show closed or stale postings as if they were current.
- **KPMG, Accenture, and EY get an automatic extra caution note whenever they're in your list.** Specific leads for these three have repeatedly turned out to be dead on direct verification across multiple real runs, at every seniority level tested — not a judgment on them as employers, just an operational heads-up about how their career-site links get indexed and cached.
- Date Confidence (High/Medium/Low) is separate from Posted Date itself — it tells you how certain the date actually is, since many aggregator listings carry stale or ambiguous dates.
- Genuinely fresh, senior-level postings at large firms are often rarer than expected — an honest "nothing qualified" result across several companies is a real, useful outcome, not a sign the tool failed.

Open the tool: https://tjackson8817.github.io/Job-Posting-Finder/job_posting_finder.html

Full user guide:
https://github.com/tjackson8817/Job-Posting-Finder/blob/main/Job_Posting_Finder_User_Guide.md

3. Resume & Cover Letter Tailoring

STEP 3A · APPLY OR CONNECT

Takes a real job posting and your actual resume, and generates a keyword/gap analysis, tailored bullet suggestions, a cover letter draft, and/or a Qualifications Match Letter (T-Letter) — all grounded strictly in what's actually true about you. Nothing is invented: a real, honestly named gap is a correct answer; a fabricated qualification is not acceptable under any framing.

Fields

Field	Required?	Description
The job posting	Required	Paste the full text, not a summary.
Company name	Optional	Scopes the recruiter search precisely.
Your resume	Required	Paste your complete resume text.
Additional context	Optional	Anything true about you not yet reflected in your resume. If you ran Career Path Discovery in Target Pivot mode, or with its veteran option on in either mode, paste its Block 2 here.
This includes a pivot hand-off from Career Path Discovery (Block 2)	Optional checkbox	Check it when Additional context holds a Career Path Discovery hand-off. Also turns on Pivot Positioning Notes. Adds rules to the prompt: use the hand-off's skill translations where they genuinely match the posting, treat its listed gaps as real (Not Supported, never implied in a bullet or letter), and take terminology from the posting and facts from your resume. If the veteran option was on, Block 2 also carries your key military-to-civilian term translations and your clearance (never inferred skills). In a veteran Discover-mode hand-off, Block 1 has one line per recommended path; paste the one that matches the posting into Pivot Positioning Notes.
ATS/Keyword Gap Analysis	Optional checkbox	
Resume Bullet Rewrite Suggestions	Optional checkbox	
Cover Letter Draft	Optional checkbox	Tone (Warm/Formal/Direct) and length (1 page standard, or 2–3 pages for executive/federal roles) both selectable.
Qualifications Match Letter (T-Letter)	Optional checkbox	Always kept to 1 page.
Pivot Positioning Notes	Optional checkbox, off by default	For when this posting is a genuine change of direction from your resume's titles, not a same-lane application. Reveals an optional field to name the pivot; paste Career Path Discovery's Block 1 here if you have it, and the notes start from the hand-off instead of from scratch.
Apply Gap Analysis suggestions to a full updated resume	Optional checkbox	Disabled until the parent Gap Analysis checkbox is on.

Field	Required?	Description
Apply Bullet Rewrite suggestions to a full updated resume	Optional checkbox	Disabled until the parent Bullet Rewrites checkbox is on.
Try to identify the recruiter for this posting?	Optional toggle, on by default	Runs a two-tier search before drafting either letter.

Claude Settings Required

- **Web search** — only if recruiter identification is left on (the default)
- **Code execution and file creation** — always needed, since every result now comes back as a downloadable Word document

What You Get Back

Real Word tables with a shaded header row (never plain dashes standing in for one) for the Gap Analysis and Bullet Rewrites, genuine letter formatting (date, salutation, paragraph breaks, closing) for any letter, and — if selected — an updated resume with vetted changes already applied.

Worth Knowing

- Always read every bullet rewrite side by side with your original before using it — confirm you can genuinely stand behind each change in an interview.
- A named, honest gap in the analysis is useful information, not a failure — don't look for the tool to paper over something your resume genuinely doesn't support.
- Coming from Career Path Discovery's Target Pivot mode or veteran option? Read Block 2 before pasting it — Additional context is treated as true about you — and remember to check the hand-off box. Without it, the prompt doesn't include the rules that keep the hand-off's gaps flagged as gaps.
- Tier 2 recruiter candidates are intentionally never auto-selected — a fabricated or wrongly-guessed name in a real cover letter is a worse outcome than an honest "Dear Hiring Team."

Open the tool:
https://tjackson8817.github.io/Resume-Cover-Letter-Builder/resume_cover_letter_tailoring.html

Full user guide: https://github.com/tjackson8817/Resume-Cover-Letter-Builder/blob/main/Resume_Cover_Letter_Tailoring_User_Guide.md

4. Outreach Message Builder

STEP 3B · APPLY OR CONNECT

Takes your contacts — the company, name, and title for each person — and drafts the actual outreach messages, tailored per contact and per stage of the relationship, rather than one generic template with the name swapped in. The quickest source of contacts is the **Outreach Msg** tab from Target Company Prompt Builder's LinkedIn Contact Enrichment or Department Contact Finder, which is laid out to paste straight in.

Fields

Field	Required?	Description
1 · Paste from your contacts — Company, Contact Name, Title	Optional	Three tab-separated columns in that order — exactly what you get by copying columns A–C of an Outreach Msg tab. Every row needs its own company name. A header row ("Company" or "Company Name") is skipped automatically. Click **Parse rows**, then check the parsed list — every field is editable inline and any row can be removed.
+ Add row manually	Optional	Builds a row from scratch: company, contact name, title, warm introduction path, and target audience.
Warm Introduction Path (per row)	Optional	Typed per row after parsing — it isn't part of the paste. How you're connected to this person (e.g. "former colleague at EY," "no direct connection — met at S4"). This is what makes one company's message read differently from another's, so fill it in wherever you have something real.
Target Audience (per row)	Optional	Recruiter, Hiring Manager, Cold Outreach, or Warm Outreach — further shapes the message. Left on auto-detect, Claude infers the closest fit from the Warm Introduction Path.
Message goal	Required, global setting	First outreach, Follow-up (no response yet), Thank-you (after a call/interview), or Staying in touch — changes the actual instructions given, not just the wording.
Context Notes (per row)	Conditionally required	Only appears once Message Goal is anything other than "First outreach." What you discussed, when you first reached out, or your reason for reconnecting, depending on the goal.
Channel	Required, global setting	LinkedIn connection request (strict ~300-character limit, enforced automatically), LinkedIn InMail/message, or Email (adds a required, specific Subject line per variant).
Tone	Required, global setting	Warm/casual, Formal/executive, or Direct/concise.
Your background	Optional, strongly recommended	Grounds messages in real experience rather than filler. Left blank, a message can only claim a general focus in your field — it can't mention a former employer or a practice you built.

Claude Settings Required

- **Code execution and file creation** — always needed, since every result now comes back as a downloadable Word document

What You Get Back

2–3 message variants per contact, each shaped by that contact's Warm Introduction Path, Target Audience, and the selected Message Goal — always followed by one line of visible reasoning explaining the approach taken, so you can catch it if a path, audience, or context note got misread before sending anything. For LinkedIn connection requests, every variant's character count is checked against the ~300-character limit.

Worth Knowing

- The grounding guardrail is explicit and non-optional, and covers Context Notes too: no invented shared history, mutual connections, prior conversation details, or personal specifics beyond what your Warm Introduction Path, background, or Context Notes actually state. An honestly generic message is fine; a fabricated relationship or invented discussion detail is not.
- A blank or vague Warm Introduction Path (e.g. just "recruiter"), or blank Context Notes on a follow-up/thank-you/staying-in-touch message, is a legitimate input — the message stays appropriately general rather than inventing false specifics to sound more personal or more informed than you actually are. If a row is marked Warm Outreach with no connection named, the draft leaves a [Name] placeholder for your real referrer rather than inventing one.
- Several contacts at the same company each get their own entry and their own set of drafts.
- The reasoning line is always included, by design — it's your check that the tool read your research correctly before anything goes out. It also flags mismatches worth fixing, such as a Target Audience of "Recruiter" on someone whose title is CTO.

Open the tool: https://tjackson8817.github.io/Outreach-Message-Builder/outreach_message_builder.html

Full user guide: https://github.com/tjackson8817/Outreach-Message-Builder/blob/main/Outreach_Message_Builder_User_Guide.md

5. Interview Prep Guide Builder

STEP 4 · INTERVIEW

Turns your resume, the job description, and (optionally) who you're meeting with into a real, grounded prep guide once an interview has actually landed — the stage none of the funnel tools before it cover. Afterward, the specific things you actually discuss become the Context Notes for a genuinely grounded thank-you message back in Outreach Message Builder (Step 3b), closing the loop.

The Mode Toggle

A toggle at the top of the page switches the entire field set and the entire generated guide, not just a couple of options:

	Recruiter Screen	Hiring Manager Interview	General/Other
Built for	A phone/recruiter screen	A real, time-boxed video call	Technical rounds, panels, final rounds
Distinctive content	Qualifications T-chart, a tight "tell me about yourself" script, the salary question (real market data), standard logistics questions	Company/role research, resume-to-JD gap map, interviewer research, a Candidate SWOT Analysis, a video-call logistics checklist, pacing scaled to your actual call length, top 3–4 STAR stories	The fuller original structure — company snapshot, gap map, interviewer research, the same Candidate SWOT Analysis, four categories of likely questions, story scaffolding
Objection Reframing	Included	Included	Included
CliftonStrengths Talking Points (if filled in)	Section 5, kept short	Section 7, feeds the SWOT	Section 7, feeds the SWOT
Veteran Interview Prep (if turned on)	Right after CliftonStrengths, kept short; adds military pay vs. civilian salary	Right after CliftonStrengths, adds military stories for a civilian; feeds the SWOT	Right after CliftonStrengths, adds military stories for a civilian; feeds the SWOT

Fields

Field	Required?	Description
Company	Required	
Role	Required	
Job description	Required	Paste text, or attach the file directly when you paste the generated prompt into Claude.
Your resume	Required	Paste text, or attach the file directly.
What you're worried will be held against you	Optional	A gap, a pivot, short tenures, overqualification — drives a dedicated Objection Reframing section in every mode. Left blank, that section falls back to general guidance instead of inventing your situation.

Field	Required?	Description
Reason for a gap or departure	Optional, all modes	Your actual reason, in your own words. Turned into a one-sentence gap statement, pivot options, and short replies to likely follow-ups. Left blank, you get general guidance on structuring the answer instead.
CliftonStrengths — themes to consider	Optional, all modes	Check any of the 34 CliftonStrengths themes from your results — as many as you like, not just your top 5. See "CliftonStrengths (optional)" below for how the guide uses them.
CliftonStrengths — ranked order or notes	Optional	Your rank (e.g. "1. Woo, 2. Relator…") or a line or two from your report. Rank only breaks ties.
I'll attach my CliftonStrengths PDF	Optional checkbox	Attach your Gallup results report (or a Balconies & Basements sheet) to the Claude message. The page itself doesn't read the file.
I'm a veteran or transitioning service member	Optional checkbox, all modes	Reveals the veteran fields below and adds a Veteran Interview Prep section. See "Military / Veteran Background (optional)" below.
Branch; MOS / AFSC / NEC / Rating; final rank and years of service	Optional	Remove your SSN, DoD ID / EDIPI, and home address from anything you paste, and never include classified details.
Security clearance; separation date / availability	Optional	Level and status (e.g. Secret, active). The separation date, plus terminal leave or a SkillBridge start if you know it, drives the "When can you start?" answer.
Military-to-civilian translations you've already prepared	Optional	Paste Career Path Discovery's hand-off Block 2 and the misconceptions from its Civilian Market Leverage section, so your interview answers match your resume. Treated as true about you, so delete anything you can't stand behind and leave out unconfirmed inferred skills.
STAR Stories (Hiring Manager and General/Other only)	Optional, up to 3	Write your own Situation/Task/Action/Result if you already know which stories you want to use — the guide uses them exactly as written instead of just pointing you to a resume bullet. Leave blank and nothing changes from the usual fallback. Not shown in Recruiter Screen mode.
Location (Recruiter Screen only)	Required in that mode	Grounds the salary-question research.
Target salary range (Recruiter Screen only)	Optional	
Call length, platform (Hiring Manager only)	Required in that mode	
Interviewer list (Hiring Manager and General/Other)	Optional, bulk-paste or manual	Tracked separately per mode — switching modes won't carry interviewers over.
Interview stage (General/Other only)	Required in that mode	

CliftonStrengths (optional)

If you've taken Gallup's CliftonStrengths assessment, the guide adds a CliftonStrengths Talking Points section. Links to the CliftonStrengths Online Talent Assessment (to take it) and CliftonStrengths 34 Themes Explained (to look up a theme) are at the top of the tool page and in the CliftonStrengths section.

- **It doesn't just take your top 5.** Every theme you check is tested against two questions: does your resume (or one of your STAR stories) actually show it, and does this role's job description actually call for it? Only themes that pass both are used, however many that turns out to be. Rank breaks ties; it doesn't decide.
- **For each theme it uses,** you get a table row with its balcony (the strength at its best, tied to a real piece of evidence), its basement (how it can be overused or misread in this role, and how you keep it in check), and its best fit (which interview question it answers and which job-description requirement it connects to). Rows are ordered by fit with the role, not by rank.
- **Nothing is dropped silently.** Every checked theme that isn't used is listed under the table with a one-line reason — no evidence in your background, or not relevant to this role.
- **You also get two spoken-ready answers:** "What's your greatest strength?" and "What's a weakness?" The weakness answer uses a real basement stated honestly, never a disguised strength like "I work too hard."
- In Hiring Manager and General/Other modes, the best-fit themes and biggest-risk basement carry into the Candidate SWOT, and the selected themes appear in the Quick Reference.

Military / Veteran Background (optional)

Most interviewers for a civilian role are civilians. Check "I'm a veteran or transitioning service member" in any mode and the guide adds a Veteran Interview Prep section, right after CliftonStrengths, that helps you come across as a strong civilian candidate without hiding your service:

- **Say This, Not That.** A table of the military terms you're likely to say out loud (ranks, billets, unit names, acronyms, military processes), what a civilian hears, and what to say instead. If you pasted Career Path Discovery's Block 2, it starts from those translations.
- **Misconception Reframing.** The misconceptions a civilian interviewer for this role is most likely to hold about a veteran with your background (rigid, needs a chain of command, skills don't transfer, too direct), each with 1–2 spoken-ready sentences of counter-evidence from your resume or STAR Stories. You never name the misconception out loud; you show the opposite.
- **Telling military stories to a civilian (Hiring Manager and General/Other).** For each service story: the business outcome to lead with, scope in civilian terms using only figures you gave it, which acronyms to drop, and where a story says "we," a prompt for what you personally did. It doesn't write or rewrite the stories.
- **Questions veterans get.** "Why are you leaving the military?", "When can you start?", "Do you have a clearance?" (stated accurately, with a reminder never to discuss classified details), and "How will you adjust to a civilian workplace?"
- **Military pay vs. civilian salary (Recruiter Screen).** Why civilian base salary isn't directly comparable to military base pay (tax-free allowances, benefits), and how to anchor your range on the market research instead. It points you to the DoD Regular Military Compensation calculator rather than estimating your pay.
- **In Hiring Manager and General/Other modes,** military experience also feeds the Candidate SWOT (misconceptions go under Threats), and the Quick Reference adds your 5 most important "Say Instead" translations and your one-line clearance statement.

Claude Settings Required

- **Web search** — for company, interviewer, and (in Recruiter Screen mode) real salary market-data research
- **Code execution and file creation** — always needed, since every guide now comes back as a downloadable Word document

What You Get Back

A structured prep guide matching whichever mode you picked, with a one-page Quick Reference summary at the top for skimming right before you walk in or join the call, and full detail below it.

Worth Knowing

- **Never a scripted answer.** If you filled in the optional STAR Stories field, the guide uses those stories exactly as you wrote them and never embellishes them. Where a slot is unfilled, it points you to the specific resume bullet that's your strongest match and prompts STAR structure — it does not write the story for you. Claude doesn't know what actually happened in your work beyond what your resume states (or what you wrote yourself), and inventing specifics risks putting words in your mouth you'd have to walk back live.
- **Interviewer research stays evidence-based.** If a named interviewer has little or no public footprint, the guide says so plainly and falls back to role-based prep instead of inventing a personality or interests to seem more personalized.
- **SWOT weaknesses stay honest.** In Hiring Manager and General/Other modes, a real weakness in the Candidate SWOT Analysis is never softened into a non-weakness, and its mitigation talking point is never a fabricated accomplishment used to explain the gap away — same standard as Objection Reframing.
- **CliftonStrengths stay evidence-based.** Themes are treated as how you describe your own working style, not as proof of accomplishments. Every talking point is tied to real resume or STAR evidence; where your background doesn't show how you manage a basement, the guide leaves a [bracketed placeholder] for you to fill in rather than inventing a habit, and it never attributes a theme you didn't list.
- **Military background stays factual.** The guide never invents duties, deployments, awards, schools, ranks, or clearances, never upgrades your scope, never discusses or speculates about classified work, and never uses a skill inferred from your rank or role unless your resume or the translations you pasted actually state it.
- **The salary question is grounded in real search, not a guess.** Recruiter Screen mode requires actual market-data research (sources noted) rather than a number pulled from nowhere.
- **Sensitive personal facts stay yours to supply.** The reason for a gap or departure, your notice period, work authorization status — the guide never invents these. Left blank, it gives general guidance on structure instead.
- **Objection reframing stays honest, not spin.** Every reframe for a named concern is grounded in something real from your resume — if a concern genuinely doesn't have a strong answer, the guide says so rather than manufacturing one.
- Interviewer lists are tracked separately per mode — switching from Hiring Manager to General/Other (or back) won't carry interviewers over between them, since they're genuinely separate lists.
- The repo includes a sample guide with CliftonStrengths filled in (interview_sample_output_cliftonstrengths, .docx/.doc/.md) showing 6 of 10 checked themes selected and 4 left out with reasons — including the candidate's #1 theme.

- The repo also includes sample_prompt_veteran.txt, a Hiring Manager prompt with the veteran option on for a fictional Army E-7 (92Y Unit Supply Specialist) with an active Secret clearance, using the same fictional veteran as Career Path Discovery's sample.

Open the tool:
https://tjackson8817.github.io/Interview-Prep-Guide-Builder/interview_prep_guide_builder.html

Full user guide: https://github.com/tjackson8817/Interview-Prep-Guide-Builder/blob/main/Interview_Prep_Guide_Builder_User_Guide.md

6. Salary Negotiator

STEP 5 · NEGOTIATE

Turns a real offer, sourced market and company-specific compensation data, and your real qualifications into an actual negotiation plan and counter-offer draft — not generic "just ask for more" advice. The direct sequel to Interview Prep Guide Builder's Recruiter Screen mode, which explicitly coaches you to state a range before an offer exists; this tool picks up once a real number is actually on the table.

The One Guardrail That Matters Most

Every tool in this family has a "don't fabricate" rule. This one is built around the sharpest version of it: **the tool never invents or exaggerates a competing offer.** A fabricated story in a draft message is bad output you'd catch and fix. A fabricated competing offer used in an actual negotiation is a lie told to a real employer — one that can unravel and cost you the offer entirely. Leaving the competing-offer field blank is the honest, expected default, not a weaker use of the tool, and the guide will not imply one exists anywhere in its output.

Salary Negotiator — Fields

Field	Required?	Description
Company	Required	
Role	Required	
Location	Required	Grounds both the general market research and the company-specific research.
Your resume	Required	The only source the tool is allowed to draw from when identifying differentiators to justify going above the initial number.
The offer so far	Optional	Paste or describe whatever you actually have — partial is fine, and the tool still produces useful research and differentiator sections even with nothing here yet.
Target or walk-away number	Optional	
What matters most to you beyond salary	Optional	Directly weights which levers the guide prioritizes if base salary itself turns out to be capped.
Competing offer	Optional	Only fill this in if you actually have one, with real figures — see the guardrail above.

Claude Settings Required

- **Web search** — for market compensation research and company-specific compensation research, both required for real, sourced data
- **Code execution and file creation** — always needed, since every guide now comes back as a downloadable Word document

What You Get Back

An 8-section negotiation guide: a sourced market data snapshot, company-specific compensation research (honest when thin), a total compensation translation covering every offer component, your real differentiators, negotiation levers beyond base salary, 2-3 real framing options for the counter, a written counter-offer draft, and practical negotiation etiquette notes — with a one-page Quick Reference summary at the top.

Worth Knowing

- Every dollar figure and source the guide cites is expected to come from real search results, both for general market data and for the company-specific research — never a guessed number presented as if it were sourced.
- The total-compensation comparison against a competing offer only happens if you actually provided one — it never appears otherwise.
- Differentiators are pulled only from what's actually documented in your resume, the same grounding standard the rest of this family holds to.

Open the tool: https://tjackson8817.github.io/Salary-Negotiator/salary_negotiator.html

Full user guide:
https://github.com/tjackson8817/Salary-Negotiator/blob/main/Salary_Negotiator_User_Guide.md

7. LinkedIn Profile Builder

ONGOING · PROFILE

Optimizes your headline, About section, experience descriptions, and skills specifically for the job search — recruiter-searchable, ATS-ready, and built around LinkedIn's real current character limits. Built for mid-level management, upper-level management (Director+), and executives (VP / C-suite), regardless of industry or function. A standalone tool, not part of the Step 0–5 funnel, since it's something you'd reach for independent of where you are in an active application process.

Fields

Field	Required?	Description
Your resume/professional background	Required, unless attaching a file instead	
Attach a file instead of pasting	Optional checkbox	Skip the text fields and attach your resume and/or a downloaded LinkedIn profile PDF directly to the Claude message instead.
Your current LinkedIn profile text	Optional	Preserves existing voice. Also lets the Skills section flag skills to remove from your current profile.
Target role or title	Recommended	If left blank, Claude picks the 2–3 roles your background best supports.
Target industry	Optional	
Tools, platforms, certifications & methods	Optional	Tools and systems you've actually used. Recruiters filter on these and they're often missing from resumes. Claude treats this list as evidence, the same as your resume.
Job postings you're aligned to	Optional	Paste postings for roles you want. Claude counts which skills recur and weights your skills and keywords toward them — 5+ postings gives the strongest signal. Postings are demand signal only, never evidence that you've done something.
Management level	Required	Mid-level management (default), Upper-level management (Director+), or Executive (VP / C-suite).
Location & work arrangement	Optional	Used for Open to Work. If blank, Claude flags it for you to fill in.
Preferred custom URL	Optional	5–30 characters. If blank, Claude suggests one based on your name.
Headline	Optional checkbox (on by default)	Up to 5 options (default 3), each with a different angle. 220 characters on desktop, 240 on mobile.
About section	Optional checkbox (on by default)	Up to 2,600 characters.
Experience rewrites	Optional checkbox (on by default)	Scope is a three-way choice — 3 most recent (default), All positions, or a Custom number (1–20).

Field	Required?	Description
Skills	Optional checkbox (on by default)	Two modes: Full build — up to 100 skills, LinkedIn's max (default), or Focused list (15–25), the shorter original version. Max 80 characters per skill. See Skills Section below.
Custom URL suggestion	Optional checkbox (on by default)	
Open to Work settings	Optional checkbox (on by default)	Up to 5 job titles, plus locations and visibility.
Recommendation Request Guidance	Optional checkbox	
Profile banner images	Optional checkbox	How many banners (1–5, default 3) and a visual style — Let Claude decide, Abstract/geometric, Industry motif, or Minimalist. Generated programmatically (Python's Pillow library), not photorealistic images.

Claude Settings Required

- **Web search** — recommended, not required, for researching current in-demand skills for your target role/industry. Live research is always the primary source; without it, the prompt falls back to a generic 100-skill reference pool and Claude says plainly that it did
- **Code execution and file creation** — always needed, since every result now comes back as a downloadable Word document, and it's needed for the profile banner images too

What You Get Back

A response organized by whichever sections you toggled on, each with its character count stated so you can confirm it fits LinkedIn's real limit before pasting it in — delivered as a downloadable Word document, plus separate banner .png files if requested.

Skills Section — Full Build vs. Focused List

Full build (the default) builds the most complete skills list your real background can support — LinkedIn allows up to 100 skills, and recruiters filter searches by them, so more honest coverage means more searches you can show up in. It comes back as:

- **A ranked table —** # · Skill · Tier · Demand signal (High / Medium / Niche, plus how many of your pasted postings mention it) · Evidence from your background · which position, education entry, or certification to attach it to on LinkedIn.
- **Four tiers —** Tier 1 (about the top 25): core skills for your target role with strong evidence. Tier 2 (26–60): supporting skills. Tier 3 (61–85): specific tools, platforms, systems, standards, and methods you've used. Tier 4 (86–100): legitimate alternate names recruiters also search for, plus differentiators.
- **Top 5 to feature,** each with a line on why.
- **Skills to remove** from your current profile — outdated, generic, or off-target (when you provided your current profile).
- **Gaps —** in-demand skills you don't show. For each, Claude asks a numbered yes/no question (Q1, Q2…); where it's a real gap, it suggests the fastest credible way to close it.
- **Keyword consistency —** your top 10 skills woven into the headline, About, and experience text written in the same run.
- **A copy-ready list,** one skill per line in the order to add them.

Focused list (15–25) is the shorter, original skills section, for when you just want the essentials.

Step 2 — Answer the Gap Questions (Full Build)

After the first run, a Copy follow-up prompt card appears below the generated prompt. Paste it into the same Claude conversation and fill in a yes or no (plus one line of detail for each yes) beside each Q number. Claude adds every confirmed skill in the right tier, drops nothing you said no to, keeps the total at 100 or fewer, updates the Headline and About if a new skill lands in your top 10, and regenerates the Word document with new skills marked (NEW). For most people this is where the list grows the most.

Worth Knowing

- **Nothing is invented.** A real number, dollar figure, or percentage leads a bullet only where one genuinely exists in your background — a strong qualitative bullet is always the correct substitute for a fabricated metric, never the other way around.
- **Skills are researched, not recited.** The prompt instructs Claude to ground the skills list in real current hiring signal for your specific target role and industry — live postings, category demand, and any postings

you pasted — and to only include a skill if something in your actual background supports it, not a static "top skills" list memorized from training. No skill is added just because a job posting asks for it.

- **Claude never pads to reach 100.** If your background honestly supports fewer, it stops, says how many slots remain, and tells you what you'd need to document to earn them.
- **Add skills in tier order.** Entering 100 skills by hand takes a while — add Tiers 1 and 2 first, since they carry the most search value, and fill in Tiers 3 and 4 over the following week or two.
- **Recommendation guidance is never ghostwritten.** It tells you who to ask and what real talking points to hand them — putting fabricated words in a real colleague's mouth isn't acceptable under any framing.
- Banner image generation and the skills-research step both depend on capabilities specific to Claude — running the prompt in a different AI tool will still produce the text sections, but likely not those two.
- **Save and come back later.** Download .txt saves your generated prompt, and Load .txt to edit brings a saved prompt back into the tool so you can change it instead of starting over.

Open the tool: https://tjackson8817.github.io/LinkedIn-Profile-Builder/prompt_builder.html

Full user guide: https://github.com/tjackson8817/LinkedIn-Profile-Builder/blob/main/Prompt_Builder_User_Guide.md

8. LinkedIn Article Share Builder

ONGOING · PERSONAL BRAND

Finds the top 3 most on-brand, recent, real articles worth sharing — ranked automatically against your actual brand keywords — then drafts two genuinely different post options for each (an Informational Share and a Position/Stance take, 6 fully drafted posts total), plus optional matching artwork for whichever one you pick. Useful whether or not you're actively job hunting.

Fields

Field	Required?	Description
Brand keywords/topics	Required	Makes "impactful" specific to your niche rather than generic trending news.
How recent?	Required, has a default	Last 24h / 48h / 3 days (default) / 1 week.
Who's this for?	Optional	Shapes which angle counts as most impactful.
Sources to prioritize or avoid	Optional	
Already covered recently	Optional	Avoids repeating a topic you already posted about.
Ongoing themes you're building a position on	Optional	Thought leadership compounds across posts connected to a few recognizable throughlines — also feeds the Position/Stance variant's hashtags.
Your name, tagline, eyebrow line	Feed the artwork and post signature	Not remembered automatically — use Save brand identity (.json) / Load brand identity to keep them between sessions.
Your background/expertise	Optional	Grounds the Position/Stance variant in something real. Without it, that variant stays general and analytical rather than inventing a personal claim.
Generate hashtags?	Optional toggle, on by default	3–5 hashtags per variant.
Generate artwork for whichever I end up choosing?	Optional toggle, on by default	A downloadable .png (1200×630), generated as a separate follow-up step scoped to just the one post you pick — not all 6 drafts upfront. Claude only.

Claude Settings Required

- **Web search** — required to find real, current articles
- **Code execution and file creation** — always needed, since Step 1's text always comes back as a downloadable Word document, and artwork generation (if used) needs it too

What You Get Back

Step 1 (one response): the top 3 ranked candidates, each with context (headline, source, free-to-read status, why it ranked here) plus both fully drafted variants — Informational Share and Position/Stance — each with a URL, the post text, and hashtags. That's 6 complete drafts in one response, delivered as a downloadable Word document. Step 2, once you tell Claude which of the 6 you're using: a real downloadable .png matching your brand identity, built for that specific post.

Worth Knowing

- Built-in honesty guardrails are non-optional: only real, verifiable articles with real URLs, every summary written fresh in Claude's own words (never copied from source), and an honest "fewer than 3 today" if genuinely on-brand, free-to-read articles are thin.
- No markdown formatting anywhere in the output — LinkedIn doesn't render it, so asterisks or pound signs would show up as literal stray characters.
- The Position/Stance variant never invents anything about you. It leans on real background/themes if you gave them, and stays general if you didn't.
- Artwork generation only works in Claude itself — pasting the prompt into ChatGPT or another tool will not produce an image, regardless of wording, since the instruction depends on Claude's code execution environment specifically.

Open the tool: https://tjackson8817.github.io/LinkedIN-Article-Share/linkedin_article_share.html

Full user guide:
https://github.com/tjackson8817/LinkedIN-Article-Share/blob/main/LinkedIn_Article_Share_User_Guide.md

9. Recruiter Message & Job Posting Sanity Check

ONGOING · SAFETY CHECK

Screens either a suspicious recruiter message OR a job posting — pick the mode at the top of the page — against known scam patterns entirely in your browser — no prompt, no Claude conversation, finished result immediately. Flags both what's present (scammy phrasing, off-platform pushes, upfront fee requests) and what's missing (no company named, no job title mentioned, no responsibilities described), since the latter catches vague pitches and templated listings that avoid obviously scammy language altogether.

This is the one tool in the suite that doesn't use the paste-a-prompt pattern described in Getting Started — it's a self-contained scanner, not a prompt generator.

Fields

Field	Mode	Required?	Description
Mode toggle	Both	Required	"Recruiter Message" or "Job Posting" — switches the entire input panel, checklist, and pattern library.
Message text	Recruiter Message	Required	
Company they claim to represent	Recruiter Message	Optional	Lets the tool flag a domain/employer mismatch.
Sender's email	Recruiter Message	Optional	Same purpose as above.
Profile checklist (new profile, few connections, no verification badge, etc.)	Recruiter Message	Optional, self-reported	Signals the tool can't read from text alone.
Posting text	Job Posting	Required	
Company it's for	Job Posting	Optional	
Application email/link	Job Posting	Optional	
Where you found it	Job Posting	Optional	
Listing checklist (evergreen/reposted, no hiring manager named, etc.)	Job Posting	Optional, self-reported	
Custom red flags	Both	Optional	Add your own phrases to check for, per mode, session-only.

Claude Settings Required

- **None** — runs entirely client-side, nothing you enter is sent anywhere

What You Get Back

A stamped verdict (Low signal / Proceed with caution / High risk) with a risk-signal-strength score, every flag found with severity and reasoning, the text with flagged phrases highlighted in-place, direct links to LinkedIn/IC3/FTC reporting when warranted, and — for results that land in the caution range specifically — a mode-appropriate next step: a ready-to-send follow-up message for a message-mode result, or a pre-application verification checklist for a posting-mode result. History entries are tagged by mode so a mixed session of both checks stays legible.

Worth Knowing

- An unnamed intermediary in a message (routed through "a friend" or "a colleague" with no one you can actually verify) is treated as a high-severity flag on its own — a common pattern that avoids scammy keywords entirely. The posting-mode equivalent is a listing with no named hiring manager or team at all.
- The follow-up/checklist only appears for caution-range results, deliberately — a high-risk result calls for disengaging, not a more carefully worded reply or a longer verification process.
- A clean result doesn't confirm legitimacy, and a flagged result isn't proof of a scam — always verify independently through the company's own careers page or domain.

Open the tool: https://tjackson8817.github.io/Recruiter-Message-Sanity-Check/

Full user guide: https://github.com/tjackson8817/Recruiter-Message-Sanity-Check/blob/main/Recruiter_Message_Sanity_Check_User_Guide.md

Make It Your Own

None of this is locked down. Every tool is just a starting point — if a field, a wording, a default, or an entire feature doesn't fit how you actually want to work, take that tool's URL back to a Claude conversation and ask for it to be edited, added to, adjusted, or refined. That's exactly how this whole suite came together in the first place: one tool at a time, one conversation at a time, shaped to fit real use rather than guessed at in advance. Treat every tool here as a draft you're free to keep improving, not a finished product to work around.

Two easy ways to actually make a change:

- **Upload the output and ask for the change.** Run a tool, get a result back (a tracker, a guide, a draft), then upload that same file into a Claude conversation and describe what you want different — a column added to the tracker, a section reworded, a tone adjusted. Claude can revise the actual file directly instead of you starting over from scratch.
- **Upload the .txt prompt and ask for the change.** Every tool lets you download the generated prompt as a .txt file before you ever paste it into Claude. Upload that file instead of the finished output, and ask Claude to change the instructions themselves — add a new section, tighten a word limit, change a tone rule — so every future run from that tool already reflects the fix.
- Either way, be specific about what you want changed and why — "make this shorter" works, but "cut this to under 200 words and drop the closing paragraph" gets you there in one pass instead of three.
- If the fix is something you'll want every time (not just this once), ask Claude to update the tool's actual HTML file, not just this one output — that's how a one-off fix turns into a permanent improvement for the next run.