

IOTA ACADEMY

Data Science | AI | Analytics Training & Placement

AI CAREER TOOLKIT

2026 EDITION

Your practical guide to using AI for
Resumes • Interviews • Skills • Career Growth

WHAT IS INSIDE

- ✓ The Prompt Formula that makes AI work for you
- ✓ 16 ready-to-use career prompts (copy & use)
- ✓ Free AI tools every student should know in 2026
- ✓ The step-by-step skill roadmap for your first job
- ✓ Your 30-day action plan to get started

Given to participants of the workshop

“Crack the Job Market with AI”

Conducted by Hemant Patidar, IIT Bombay Alumnus

How to Use This Toolkit

Read this page first — it takes 2 minutes.

This toolkit is a collection of everything shown in the workshop, plus more. You do not need a laptop or any paid software. Everything here works on a normal smartphone with free AI tools.

Follow these 3 simple rules:

1. Do not just read — use.

Open ChatGPT or Gemini right now and try Prompt 1. Reading this PDF changes nothing. Using it changes everything.

2. Replace the [brackets].

Every prompt has parts in [square brackets]. Replace them with your own details — your degree, your college, your goal. The more honest the details, the better the output.

3. Never copy AI output blindly.

AI gives you a strong first draft. Always read it, correct facts about yourself, and make it sound like you. Recruiters can detect lazy copy-paste.

The Prompt Formula (Most Important Concept)

AI is like a smart intern: it does exactly what you instruct. Unclear instruction = useless output. Every good prompt has 4 parts:

R — ROLE	Tell AI who to be	"Act as an HR manager..."
T — TASK	Tell AI what to do	"...create a resume..."
D — DETAILS	Give your information	"...for a BCom fresher with Excel skills..."
F — FORMAT	Say how you want it	"...in one page with bullet points."

Remember: Role + Task + Details + Format = Powerful Output. If the first answer is not good, do not give up — reply with “make it simpler” or “make it more professional” or add more details. Talking back to AI is a skill.

Prompt Pack A — Resume & Job Applications

Your resume is your first interview. These prompts build it properly.

PROMPT 1 — Build Your First Resume

Act as a professional resume writer for freshers in India.

Create a one-page resume for me.

My details:

- Degree: [e.g., B.Tech / BCom / BSc, 3rd year]
- College: [your college name, city]
- Skills: [e.g., basic Excel, MS Word, communication]
- Projects / achievements: [anything – college project, event, NCC/NSS]
- Target role: [e.g., Data Analyst / Marketing / Any entry-level role]

Use simple professional English, action words, and bullet points.

Do not invent fake experience.

Why it works: The line “do not invent fake experience” keeps the resume honest — interviewers always cross-question resume points.

PROMPT 2 — Improve an Existing Resume

Act as a strict HR manager who rejects 100 resumes a day.

Here is my resume: [paste your resume text]

1. Point out my 5 biggest weaknesses.
2. Rewrite the weak points in stronger words.
3. Tell me what is missing for a [target role] job.

Why it works: Asking AI to criticise first and rewrite second gives much better results than “improve my resume”.

PROMPT 3 — Match Resume to a Job Description

Here is a job description: [paste JD from LinkedIn/Naukri/Internshala]

Here is my resume: [paste resume]

1. List the keywords from the JD missing in my resume.
2. Suggest honest ways to add them based on my real skills.
3. Rate my match out of 10 and tell me how to reach 8+.

Why it works: Most companies use ATS software that filters resumes by keywords. This prompt beats that filter honestly.

PROMPT 4 — Job Application Email

Write a short professional email applying for the role of [role] at [company name]. I am a fresher from [degree, college].

Mention my resume is attached. Keep it under 120 words, polite and confident. Give me a good subject line also.

Why it works: Short emails get read. Long emails get ignored. 120 words is the sweet spot.

Prompt Pack B — Interview Preparation

Practise with AI daily and walk into the interview room prepared.

PROMPT 5 — “Tell Me About Yourself” Answer

Create a 60-second answer for "Tell me about yourself" for a fresher interview.

My details: [degree, college, 2-3 skills, 1 project or achievement, career goal]

Make it natural and confident – not bookish. Simple English.

Then give me a shorter 30-second version also.

Why it works: This is the first question in 90% of interviews. Prepare it once, practise it 10 times.

PROMPT 6 — Full Mock Interview (Practice Daily)

Act as an interviewer for the role of [role] at an Indian company.

Ask me one question at a time and wait for my answer.

After each answer, give me a score out of 10 and one line

on how to improve. Ask a total of 8 questions:

mix of HR questions and basic [subject] questions.

Start now with question 1.

Why it works: “One question at a time” turns AI into a real interview partner instead of a question list. Do this 15 minutes daily.

PROMPT 7 — Prepare Answers for Difficult Questions

Give me simple, honest answers for these interview questions for a fresher from a tier-3 city:

1. Why are your marks low? (if asked)
2. Why should we hire you with no experience?
3. Why do you want this job?
4. What are your weaknesses?

My background: [your details]

Answers should be honest and confident, not oversmart.

Why it works: These questions scare most freshers. Having ready honest answers removes the fear.

PROMPT 8 — Company Research Before Interview

I have an interview at [company name] for [role].

Tell me: what the company does in simple words, its main products or services, and 3 smart questions I can ask the interviewer at the end. Keep everything short and easy to remember.

Why it works: Asking the interviewer good questions is the easiest way to stand out from other freshers.

Prompt Pack C — Learning & Skill Building

Use AI as your free personal teacher, available 24×7.

PROMPT 9 — 30-Day Excel Learning Plan

Create a 30-day plan to learn Excel from zero for a data analyst job. I can give 1 hour daily on my [phone/laptop]. Break it week by week, with free YouTube-searchable topics, and one small practice task every day. Week 4 should include one mini project I can put on my resume.

Why it works: A plan with daily tasks and a final project beats random YouTube watching.

PROMPT 10 — Understand Any Difficult Topic

Explain [topic – e.g., SQL joins / P&L statement / machine learning] like I am a complete beginner.

1. First explain with a real-life Indian example.
2. Then explain the technical meaning.
3. Then give me 3 questions to test myself.

Why it works: Example first, theory second — this is how the brain actually learns.

PROMPT 11 — Daily Study Partner

I am studying [subject/topic] today. Act as my study partner. First ask me what I already know. Then teach me the next concept step by step, asking me a small question after every step to check my understanding. Do not move ahead until I answer correctly.

Why it works: Passive reading is forgotten in 2 days. Answering questions while learning locks knowledge in.

PROMPT 12 — Resume-Worthy Mini Project Ideas

Suggest 5 mini project ideas for a [degree] student learning [skill – e.g., Excel/SQL/Python] that I can complete in [7/15] days using only free tools and free datasets. For each: project name, what data to use, steps, and one line on how to describe it in my resume.

Why it works: Freshers with projects get 3× more interview calls than freshers with only marks.

Prompt Pack D — English & Professional Presence

Weak English is not a life sentence. AI can fix it faster than any course.

PROMPT 13 — Improve English Daily (10 Minutes)

Act as my English speaking coach. My English is [basic/medium].

Every day, do this with me:

1. Give me one common interview/office sentence pattern.
2. Ask me to write 3 sentences using it about my own life.
3. Correct my sentences politely and explain the mistake.

Keep it simple. Start with lesson 1 now.

Why it works: 10 minutes daily for 60 days will visibly change your spoken English. Consistency beats intensity.

PROMPT 14 — Translate Your Thoughts Professionally

I want to say this in professional English: "[write your thought in Hindi or simple English]"

Give me 3 versions: (1) for interview, (2) for email, (3) for WhatsApp message to a senior/HR.

Why it works: You already know WHAT to say — AI helps you say it in the right words for the right place.

PROMPT 15 — LinkedIn Profile for Freshers

Create my LinkedIn profile content:

- Headline (not just "student" — make it stand out honestly)
- About section (150 words, first person, simple confident English)

My details: [degree, college, skills, interests, target role]

Also give me 5 types of posts a fresher can share to get noticed by recruiters.

Why it works: Recruiters in India actively search LinkedIn for freshers. An empty profile is a missed opportunity.

PROMPT 16 — Weekly Career Review (Every Sunday)

Act as my career mentor. Ask me these questions one by one:

1. What did I learn this week?
2. What did I practise or build?
3. What did I avoid or delay, and why?

Then give me honest feedback and a simple plan for next week.

Do not motivate me with fake praise — be honest.

Why it works: Self-review is what separates students who grow from students who stay stuck. AI makes it free.

Free AI Tools Every Student Should Know (2026)

All of these have free versions and work on a normal smartphone.

Tool	What to use it for	Student tip
ChatGPT (OpenAI)	Your main tool — resumes, interviews, learning, all 16 prompts in this toolkit.	Free version is enough to start. Use the mobile app.
Google Gemini	Same uses as ChatGPT; connected with Google apps and strong with images.	Good backup when ChatGPT is busy. Free with Google account.
Claude (Anthropic)	Very good for long documents — paste full JD + resume together, deep explanations.	Free tier available at claude.ai.
Perplexity	AI + live internet search. Company research, latest exam/job notifications with sources.	Use before interviews to research companies.
NotebookLM (Google)	Upload your PDF notes / syllabus — it answers questions from YOUR material and makes audio summaries.	Best free study tool for exam preparation. Try the podcast feature.
Canva (Free)	Design resume, presentations, posters with AI help. Simple drag and drop.	Use simple one-column resume templates — fancy designs fail ATS software.
Gamma	Type a topic, get a full presentation in 2 minutes. For college seminars and projects.	Free plan makes limited decks per month — use wisely.
Grammarly (Free)	Auto-corrects your English in emails, WhatsApp Web, LinkedIn as you type.	Install the free keyboard on your phone.

One warning: Tools will keep changing — new AI tools launch every month. Do not chase every new tool. Master ONE (ChatGPT) + the skill of writing good prompts. The formula (Role + Task + Details + Format) works on every AI tool, today and in future.

The Skill Roadmap — From Confused to Job-Ready

The exact path thousands of students from small cities have used to enter data & AI careers.

Companies in 2026 do not ask “Which college?” as much as they ask “What can you do?” For students from any stream — BTech, BCom, BSc, BBA — this is the most job-friendly path:

STEP 1 Excel + AI (3–4 weeks)

Learn: Formulas, pivot tables, charts, data cleaning — and using ChatGPT to write formulas for you.

You become able to: Handle real business data. Eligible for MIS/data entry-plus roles already.

STEP 2 SQL (3–4 weeks)

Learn: SELECT, WHERE, JOINS, GROUP BY — the language of company databases.

You become able to: Pull data yourself instead of depending on others. Asked in almost every analyst interview.

STEP 3 Power BI (3–4 weeks)

Learn: Dashboards, reports, and telling stories with data.

You become able to: Convert boring data into visuals managers love. Strong resume project material.

STEP 4 Python (Basics) + AI Tools (4–6 weeks)

Learn: Basic Python for data + using AI to write and explain code.

You become able to: Officially eligible for Data Analyst roles. AI becomes your coding partner.

Two ways to walk this path

Self-learning (Free)	Guided learning (Mentor-led)
YouTube + free resources + AI as teacher (prompts 9–12). Works if you are disciplined. Typical time: 8–12 months. Biggest risks: no doubt-solving, no feedback on projects, and quitting midway — which is why most students restart 3–4 times.	Structured batches with a mentor, live doubt-solving, real projects, interview preparation and placement support. Typical time: 4–6 months. Costs money, but you pay mainly to not quit — and to have someone who has already placed students guiding your next step.

Both paths work. What matters is starting Step 1 this week — and not stopping.

Your 30-Day Action Plan

Do not wait for “the right time”. Start with Day 1 today.

WEEK 1 — Set Your Foundation

- Day 1-2: Create your resume using Prompt 1. Save it as PDF.
- Day 3: Create/clean up your LinkedIn profile using Prompt 15.
- Day 4-5: Prepare your “Tell me about yourself” (Prompt 5). Say it aloud 10 times.
- Day 6-7: Start Excel Day 1-2 from your learning plan (Prompt 9).

WEEK 2 — Build the Learning Habit

- Daily: 1 hour Excel from your 30-day plan + 10 minutes English (Prompt 13).
- Any one day: pick your first mini project idea (Prompt 12).
- Sunday: first weekly review with AI (Prompt 16).

WEEK 3 — Practise Like It's Real

- Daily: continue Excel + English.
- 3 days this week: 15-minute mock interview (Prompt 6).
- Update your resume with anything new you learned.

WEEK 4 — Complete and Show Your Work

- Finish your Excel mini project. Add it to your resume (Prompt 12 tells you how).
- Post about your project on LinkedIn — simple, honest post.
- Apply to 5 internships/jobs on Internshala/Naukri using Prompts 3 and 4.
- Sunday: monthly review — then start Month 2: SQL.

The 1% rule: You don't need to be extraordinary. You need to be consistent. One hour daily for 6 months puts you ahead of 90% of graduates who only collected degrees. The students who got placed were not the toppers — they were the ones who did not stop.

5 Mistakes That Keep Students Jobless

Avoid these and you are already ahead of the crowd.

MISTAKE 1 Waiting for final year to start

Skills take 4–6 months to build. If you start preparing only when placements arrive, you compete with people who started 2 years earlier. The best time to start was yesterday. The second best time is today.

MISTAKE 2 Collecting certificates instead of skills

Ten certificates with zero projects impress nobody. One real project you can explain confidently in an interview beats them all. Recruiters ask “show me”, not “certify me”.

MISTAKE 3 Using AI to cheat instead of to learn

Students who copy-paste AI assignments learn nothing and get exposed in interviews. Students who use AI to understand faster and practise more become unstoppable. Same tool — opposite results.

MISTAKE 4 Learning randomly without a path

One week Python, next week digital marketing, then stock market videos... Random learning = zero depth in everything. Pick the roadmap on page 9 and finish step by step.

MISTAKE 5 Doing everything alone with no guidance

Not knowing what to learn, getting stuck with doubts, having nobody to check your progress — this is why most self-learners quit within 6 weeks. Find guidance: a senior, a mentor, a structured course, a study group. The path is known; you don't have to discover it alone.

What's Your Next Step?

This toolkit gives you everything to start on your own — the prompts, the tools, the roadmap, and the 30-day plan. Start today, and this workshop will have been worth your 3 hours.

And if at any point you feel you need a guided path — a mentor, live doubt-solving, real projects and placement preparation — that is exactly what we do every day at IOTA Academy.

ABOUT IOTA ACADEMY

IOTA Academy is a tech-education and placement institute founded by Hemant Patidar (IIT Bombay Alumnus). We train students in practical, job-oriented skills in Data Analytics, Data Science and AI — and have trained 1000+ students through hands-on, project-based programs.

✓ Data Analytics Program

Excel • SQL • Power BI • Python — the exact roadmap on page 9, mentor-led

✓ Live Online Batches

Learn from home, from any city — live classes, not recordings

✓ Offline Classroom Batches

In-person learning at our Indore centre

✓ Real Projects + Portfolio

Build work you can show in interviews

✓ Interview & Placement Support

Resume, mock interviews and job referrals until you are placed

FREE FOR WORKSHOP PARTICIPANTS

1-on-1 Career Counselling Session

Confused about which skill to start with, or whether this path suits your stream? As a participant of this workshop, you can book a free career counselling call with our team. We will look at your background and help you plan your next 6 months — whether or not you ever join a course with us.

WhatsApp “CAREER” to +91 62667 88172 to book your slot

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Your degree opens the door. Your skills get you the seat. Start today.