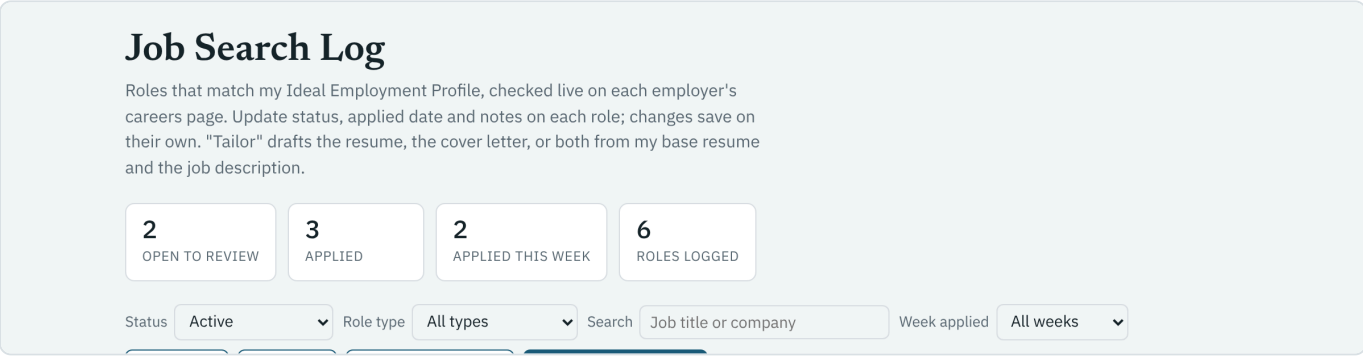
Job Search Tracker

Version 2: a prompt that builds your tracker, plus a Chrome skill that turns any job posting into a tailored application



The tracker with sample data. Your page may look a little different.

WHAT IT DOES

- Reads your resume and builds your IEP (Ideal Employment Profile): titles, seniority, industries and pay. You review it before the first search and can change it any time.
- Finds openings posted in the last 30 days and checks each one on the employer's own careers page, so closed listings, reposts and duplicates are dropped.
- Builds a tracker page with status, applied date, contact and notes for every role, and exports your work search log for unemployment with one button.
- Tailors your resume and cover letter to any job from your real resume, with an instructions box for anything you want emphasized or left out.
- Repeats the search on a schedule if your AI can schedule tasks, and lets you start a search on demand.

NEW IN VERSION 2

- **Chrome skill.** Open a job posting in Chrome and ask Claude to run it. Claude adds the job to your tracker, tailors your resume and cover letter, checks the drafts, and saves the files. See Part 2.
- **Consistency check.** Tailor only the resume or only the cover letter, and the tracker flags anything in the other document that no longer matches, for you to accept or skip.
- **Faster unemployment reporting.** Filter your tracker to the week you are reporting and Claude in Chrome can fill in your state's online work search form from it. A "Submitted to Unemployment" checkbox records when you reported each application.
- **Easier to work.** Role categories, a search box, a week-applied filter, document links on each card, a fit note with any concerns, and one-click .zip downloads.

HOW TO USE IT

1. **Part 1, build your tracker.** Read the tips, then copy the tracker prompt into a new chat and upload your resume when it asks.
2. **Part 2, add the Chrome skill.** A one-time setup, after which each new job takes one sentence.
3. **Part 3, report your work search.** Use your tracker and Claude in Chrome to fill in your state's weekly form.

Use it, share it, customize it. If you productize it, I get 175% of all revenue and gratuities.

Tips

BEFORE YOU BUILD

- **Turn off approvals first (Claude).** In the chat box, switch the mode selector from "Manually approve" to "Automatically approve" before pasting the prompt. Otherwise Claude stops and asks you to approve every website it opens during the search. Other AI tools handle approvals differently, so check their settings.
- **Start with your standard resume,** not one already tailored to a specific job. The search profile and every tailored draft are built from it.
- **Use the most capable model you have.** Smaller models are more likely to skip checking that each listing is still live and to drift from your real resume when tailoring. Built using Claude Opus 5.5. Results may vary in other models.

AFTER YOU BUILD

- **Check that it saves.** Close the tracker and reopen it once to confirm your edits are still there.
- **Change anything, any time.** Ask in the same chat where you built the tracker. You can update your IEP (new titles, a pay minimum, companies or industries to skip) or change the process itself (how often it searches, what the tracker shows, how drafts are written).
- **Read every draft before you send it.** Use the instructions box and run Tailor again for changes, such as dropping a term that does not fit a particular employer.
- **Check your state's rules.** The export covers the usual work search fields. Confirm it matches what your state asks for.

WORDS YOU WILL SEE IN THIS GUIDE

- **Tracker:** the page Claude builds for you in Part 1. It lists every job and saves your status, dates and notes.
- **Prompt:** the instructions you paste into a chat to tell Claude what to do.
- **Claude in Chrome:** Anthropic's extension for the Chrome browser. It lets Claude read and work in the page you have open.
- **Skill:** a set of instructions you save in Claude once. After that, you ask for it by name and Claude follows it without you pasting anything again.
- **Connector:** a link between Claude and another service, such as Google Drive, that you turn on in your Claude settings.

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The tracker prompt

Copy everything inside both boxes, in order, into a new chat.

```
Help me run my job search. Do the setup in one round with me, then build and search without stopping for approval.

STEP 1. SET UP MY SEARCH FROM MY RESUME
Start by asking me to upload my resume (Word file or pasted text). Do not ask anything else first. Then read it and send me one message with:
- A proposed Ideal Employment Profile (IEP) based on my resume: target job titles, seniority level, industries and company types, location, and a pay range that fits my experience.
- Up to three role categories from my IEP (for example "Proposal roles" and "Security questionnaire roles"), so each job can be tagged with one.
- Only the questions my resume cannot answer: whether I want to set a minimum pay (if I say no, do not filter on pay), remote/hybrid/onsite, anything to exclude, and anything else you need.
I will correct the IEP and answer in one reply. Then go straight through Steps 2 to 4.

STEP 2. BUILD MY TRACKER
Build an interactive page titled "[My first name]'s Job Search Log" that saves my changes between visits. If you cannot save changes on a page, make a spreadsheet I can download instead and tell me so.

What the page holds for each job: company, job title, listing link, location, pay, sector, role category, date posted, date found, date last checked live, status (New, Reviewing, Applied, Interviewing, Offer, Rejected, Not pursuing, Withdrawn, No longer active), date applied, how I applied, contact or where I applied, a "Submitted to Unemployment" checkbox that records the date and time I tick it, links to my application documents, notes, a short fit note, and the full job description. The applied fields are my work search log for unemployment, so keep them exact.

How the page should look: a calm work log, not a spreadsheet.
- Fonts: serif headlines (Newsreader), clean sans body text (IBM Plex Sans), numbers in a mono font (IBM Plex Mono).
- Colors: pale gray-blue background, white cards with thin borders and rounded corners, one deep teal accent. Light and dark mode.
- Top of the page: a title and one line on what the page does. Then count tiles: open to review, applied, applied this week, roles logged. Then filters: status (Active, All, Closed out, and each status), role category, a search box for job title or company, and week applied. Then buttons for My resume, Add a role, and Export work search log.
- One card per job, newest first. A colored band across the top of each card names its role category. Left side: a status pill (teal for new, amber for reviewing, green for applied or interviewing, red for closed), the job title, company, location, pay, dates, the fit note, a link to open the listing, application document links with an "Add a document link" button, and a collapsible job description. Right side: status, date applied, role category, how applied, contact, the Unemployment checkbox and notes, all saving as I type. Choosing Applied fills in today's date if the date is empty.
- Must work on a phone.
```

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The tracker prompt, continued

```
Features:
- My resume: a panel holding the resume I gave you in Step 1, where I can upload a new Word file or edit the text, plus an optional second resume for one role category, plus a box for my own writing rules. Save all of it.
- Add a role: a form for jobs I find myself.
- Export work search log: saves only the jobs I applied to as a CSV with employer, position, date applied, week applied, how applied, contact, listing link, location, status, when I submitted it to Unemployment, and notes. If I have not applied anywhere yet, say so instead of saving an empty file.
- Tailor: on each job card, a box for my instructions for that job, a choice of Both, Resume only or Cover letter only, and a Tailor button. It writes from my resume and that job's description, then shows a short list of what was changed, the cover letter text with a copy button, and buttons to download the resume, the cover letter, or both together as a .zip, named "My Name - Resume - Company - Job Title". Run again with new instructions to revise the last draft instead of starting over. When I tailor only one document, check the other one for anything that no longer matches (a number, title, scope or emphasis) and show me those items to accept or skip. If the page cannot call you to do this, tell me, and I will ask you in this chat instead.
- Run Job Search Now: if you can schedule tasks, a button that starts the search right away, with a box for one-time instructions for that run, and a status line showing whether a search is running and when the last one finished.

STEP 3. FIND JOBS
Search for openings that match my confirmed IEP and add them to the tracker. Rules for every listing:
- Only list jobs posted in the last 30 days.
- Confirm each one on the employer's own careers page when you can. Drop it if the page is gone, says it is closed or no longer accepting applications, or sends you to a general careers page.
- Drop reposts of an old listing.
- One entry per job. If the same role shows up on several sites, keep one and use the employer's link.
- Never add a job that is already in my tracker, including ones I marked rejected or not pursuing.
- Save the full job description, the role category and a short fit note with each job. The fit note ends with "Concerns:" and any hard requirement my resume does not show.
- Open as few pages as you need. Use search results to rule jobs out first, then open only the ones that pass.

STEP 4. KEEP IT GOING
Ask if I want this search repeated twice a week. If you can schedule tasks, set it up so new jobs land in the same tracker without touching anything I have already entered, and connect the Run Job Search Now button to it. If not, tell me what to paste each time.

RULES FOR TAILORING (apply every time)
- Use only facts from my resume. Never invent employers, titles, dates, numbers, tools or results.
- Keep my own wording where possible. Reorder and trim to fit the job; do not pad.
- Use the job description's terms where they truthfully match my experience. Never copy its phrasing or put its job title on me.
- Do not state facts about the employer that the job description does not say.
- My instructions for a job take priority over your defaults, but never over the rule against inventing facts.
- Plain, natural writing. No buzzwords, no em dashes and no dramatic one-line sentences.
- Cover letter: 4 to 6 short paragraphs, opening with something specific from the job description and closing with a simple request to talk.
```

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Part 2: The Chrome skill

The skill turns the job posting open in your browser into a complete application. You open a posting, type one sentence, and Claude does the following:

1. Reads the job posting from your open Chrome tab.
2. Adds the job to your tracker with a short fit note and any requirement you do not meet.
3. Tailors your resume and cover letter with your tracker's Tailor button.
4. Checks both drafts against your real resume and fixes anything invented, mismatched or copied from the posting.
5. Builds the finished files and saves them to a company folder in Google Drive, or sends them to you in the chat.
6. Replies with a short summary, including any requirement you do not meet.

> **You set the skill up once.** After it is saved, you never paste the skill text again. Each new job takes one sentence.

WHAT YOU NEED FIRST

- Your tracker from Part 1, working and saving your changes.
- The Claude in Chrome extension, installed in Chrome and signed in to the same Claude account.
- Skills turned on in your Claude settings. If Claude says it cannot save a skill, check there first.
- Optional: the Google Drive connector turned on in Claude, if you want the files saved to Drive.

ONE-TIME SETUP

1. **Copy your tracker's link.** Open your tracker and copy the web address from the address bar at the top of the browser.
2. **Copy the skill text** at the end of this guide, from the first line of dashes to the last line.
3. **Open a new chat in Claude** and paste the text into the message box. Do not send it yet.
4. **Fill in "My setup".** Replace each part in square brackets with your own details: your tracker link, where you want the files, PDF or Word, and anything you have never done. Delete the square brackets.
5. **Click at the very start of your message, before the pasted text, and type:**

   ```
   Please save this as a skill.
   ```

   Then send the message. Claude creates the skill and tells you when it is saved.

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Part 2, continued: Using the skill for each job

1. **Open the job posting in Chrome**, on the employer's site or a job board.
2. **Open Claude in Chrome** by clicking its icon in the Chrome toolbar. A panel opens beside the page.
3. **Type one sentence:**

   ```
   Run my job application package skill for this job.
   ```

4. **Wait a few minutes.** Claude works through the steps on its own. Your tracker opens briefly while the resume and cover letter are tailored.
5. **Read the reply and both files before you apply.** The reply lists anything Claude changed and any requirement you do not meet.

IF SOMETHING GOES WRONG

- **Claude does not seem to know the skill.** Ask it by its name, "job application package", or check that the skill was saved in your settings.
- **Claude cannot read the posting.** Some careers pages hide the listing in a frame. Paste the link to the posting into your message as well.
- **The files did not go to Drive.** Check that the Google Drive connector is turned on, or change "Where finished files go" to "send them to me in the chat".
- **You want to change the skill later.** Ask Claude to update your job application package skill and say what to change.

Part 3: Report your work search

Most states have you report your job search each week in an online form. Your tracker already holds what the form asks for, and Claude in Chrome can fill the form in from it.

1. **Open your tracker** and set the "Week applied" filter to the week you are reporting.
2. **Open your state's work search form** in another Chrome tab and sign in yourself. Never give Claude your password.
3. **Open Claude in Chrome** on the form and type:

   ```
   Fill in this work search form using the applications in my Job Search Log for the
   week of [date]. Stop before submitting so I can check it.
   ```

4. **Check every entry** against your tracker, then submit the form yourself.
5. **Tick "Submitted to Unemployment"** on each job you reported, so your tracker shows what has been filed.

Every state's form is different. Confirm what your state requires, and you remain responsible for what you submit.

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The skill text

Copy everything inside the box for the one-time setup in Part 2. You will not need it again after the skill is saved.

```
---
name: job-application-package
description: Use when I have a job posting open in Chrome (or share a link) and want it logged in
my job search tracker, my resume and cover letter tailored to it, and the finished files saved for
me.
---

# Job application package

My request: "Add this job to my job tracker. Then tailor my resume and cover letter to it. Once
those are done, save the two files where I keep my applications."

## My setup (fill these in once)

- My job tracker: [PASTE THE LINK TO YOUR JOB SEARCH LOG]
- Where finished files go: [CHOOSE ONE: "a folder named for the company inside my Google Drive
folder [FOLDER NAME OR LINK]" or "send them to me in the chat"]
- File format: [PDF or Word]
- Things I have not done and must never be claimed: [OPTIONAL: e.g. no college degree, never
managed a team, no Salesforce admin experience]

## Steps

### 1. Read the posting
Read the job from the browser tab I have open, using Claude in Chrome. If I gave a link instead,
open it. Capture the company, job title, location, pay, and the full job description.
- Many careers pages load the listing inside an embedded frame, so the page text can come back
nearly empty. If that happens, find where the listing actually comes from (the job board the page
embeds) and read it there.
- If you can only get part of the job description, tell me before going further.

### 2. Add the job to my tracker
Before writing anything, read one existing job in my tracker and use exactly the same field names
and formats it uses. Then add this job with:
- Company, title, location, listing link, pay, sector, and the full job description
- Status: Reviewing, and today as the date found
- A short fit note: two or three plain sentences on what the job covers, then "Concerns:" listing
any hard requirement in the posting that my resume does not show
If the job is already in my tracker, update it instead of adding a second copy.

### 3. Set the tailoring instructions
Write instructions for this job in the tracker's tailoring instructions box: list anything the
posting asks for that my resume does not show and say not to claim it, then say what my resume
should lead with for this job.

### 4. Tailor the resume and cover letter
Use my tracker's Tailor button for this job (resume and cover letter together) and wait for the
drafts to finish. If my tracker has no Tailor button or it is not working, write both drafts
yourself from my base resume and the job description, following the rules below.

### 5. Check the drafts
Read both drafts before building files and fix anything that breaks these rules:
- Every fact comes from my base resume. No invented employers, titles, dates, numbers, tools or
results.
- Nothing from the "never be claimed" list in my setup, and nothing the posting asks for that my
resume does not show.
- The resume and the cover letter tell the same story: same numbers, same titles, same scope.
- No copying the posting's phrasing or its job title onto me. Use its industry terms only where
```

```
they truthfully match my experience.
- No claims about the employer's current situation that the posting does not state.
- Plain, natural writing. No buzzwords, no em dashes, no dramatic one-line sentences.

### 6. Build the files
Build the resume and cover letter in the format from my setup. The cover letter uses the same
header as the resume (name, contact line, headline).
- Check page counts: resume no more than 2 pages, cover letter 1 page.
- Look at the first page of the resume to make sure the layout is clean.
- File names use spaces: "[My Name] - Resume - [Company] - [Job Title]" and "[My Name] - Cover
Letter - [Company] - [Job Title]". Replace any "/" in the job title with "and".

### 7. Save the files
Put the files where my setup says. For Google Drive, create a folder named for the company inside
the folder I named and upload both files there. Then add links to both files on the job's card in
my tracker, if the tracker can hold them.

## Reply to me
Keep it short:
- One line saying the job is logged and where the files are.
- Anything you changed or cut after the Tailor step, and why.
- Any requirement in the posting I do not meet, stated plainly.

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