



5 FREE PROMPTS FROM THE RECRUITER'S AI TOOLKIT

Recruiter AI Starter Kit

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5 Free Prompts from The Recruiter's AI Toolkit

This is a sample of The Recruiter's AI Toolkit — 5 prompts pulled from the full collection of 31. Each one covers a different stage of your recruiting workflow.

Why these aren't generic prompts. Most AI prompts for recruiters are variations of "write me an email." The output sounds like AI wrote it, and you spend more time editing than you saved. Every prompt here is built for a specific recruiting task — the context, tone, and format are already baked in. That's why the output reads like a recruiter wrote it, not a chatbot.

What's inside:

1. **Job Description Writer** — Turn rough hiring manager notes into polished JDs
 2. **Boolean Search String Generator** — Build targeted sourcing strings in seconds
 3. **First-Touch LinkedIn InMail** — Write outreach that doesn't sound like every other recruiter
 4. **Weekly Pipeline Status Update** — Turn ATS data into clear stakeholder updates
 5. **Application-Stage Rejection** — Send professional rejections that protect your employer brand
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How to use: Copy the prompt, paste it into ChatGPT, Claude, Gemini, or any AI tool, replace the [BRACKETED_PLACEHOLDERS] with your details, and run it.

Job Intake & Descriptions

#2 Job Description Writer

Job Intake

- Hiring manager gives you rough notes, bullet points, or a rambling Slack message about what they need.

THE PROMPT

I have hiring manager intake notes for a new role. Transform them into a professional, inclusive job description with these sections: Job Title, Department, Reports To, Role Summary (2-3 sentences), Key Responsibilities (5-7 bullets), Required Qualifications (5-7 bullets), Preferred Qualifications (3-5 bullets), and What We Offer.

Use inclusive language—avoid gendered terms and "native English speaker" requirements. Keep tone conversational but professional. Make it appealing to passive candidates.

Intake notes:

[INTAKE_NOTES]

Location/remote policy:

[LOCATION_OR_REMOTE_POLICY]

Salary range (if available—required in many states):

[SALARY_RANGE_OR_TBD]

Write the complete JD now.

EXAMPLE INPUT

We need someone for sales. They should have 3-5 years experience selling SaaS, know how to use HubSpot, be good at demos, and hit quota. They'll report to me. Need them to build pipeline, close deals, and do some prospecting. We're a 25-person startup in fintech.

EXAMPLE OUTPUT

Account Executive – Fintech SaaS

Department: Sales

Reports To: VP of Sales

****Role Summary****

We're looking for an Account Executive to own the full sales cycle for our fintech platform. You'll prospect, demo, and close deals with mid-market companies. This is a hands-on role where you'll directly impact our growth—and your commission reflects that.

****Key Responsibilities****

- Build and qualify pipeline through outbound prospecting and inbound leads
- Conduct product demos and navigate sales cycles with decision-makers
- Close deals and manage contracts through signature
- Update and maintain accurate CRM records (HubSpot) for forecasting
- Collaborate with customer success on smooth onboarding
- Hit quarterly revenue targets and report weekly on pipeline activity

****Required Qualifications****

- 3-5 years of SaaS sales experience (B2B preferred)
- Demonstrated ability to meet or exceed quota
- Proficiency with HubSpot or similar CRM
- Comfort with outbound prospecting and cold outreach
- Strong communication and negotiation skills
- Self-motivated and organized

****Preferred Qualifications****

- Experience selling to financial services or fintech
- Track record closing deals in the \$50K+ range
- Familiarity with sales methodologies (MEDDIC, Sandler, etc.)

****What We Offer****

- Competitive base salary + uncapped commission
- Flexible work environment (remote-friendly)
- Early-stage equity
- Learning budget for sales training

- ★ Add "Location" and "What We Offer" sections early—these appear in job board snippets and influence click-through rates. Candidates skim descriptions, so put the most compelling details (equity, flexibility, growth) in "What We Offer."

Sourcing & Search

#7 Boolean Search String Generator

Sourcing

- You need to find passive candidates on LinkedIn, Indeed, or use Google X-ray to dig into company directories.

THE PROMPT

Generate Boolean search strings for finding candidates. I'll provide role, seniority, and industry/skills.

Create three versions:

- LinkedIn search** (use LinkedIn's native syntax)
- Indeed/Google X-ray** (use site: and standard Boolean)
- GitHub/Niche search** (if applicable for this role)

For each, provide the exact string and explain which keywords will cast the widest net.

Role: **[ROLE]**

Seniority: **[LEVEL]** (e.g., 3-5 years, Senior, Entry-level)

Must-haves: **[REQUIRED_SKILLS]**

Nice-to-haves: **[PREFERRED_SKILLS]**

Location: **[LOCATION]**

EXAMPLE INPUT

Role: Data Engineer

Seniority: 3-5 years

Must-haves: Python, SQL, cloud (AWS/GCP), data pipeline experience

Nice-to-haves: dbt, Airflow, Spark

Location: Remote or San Francisco

EXAMPLE OUTPUT

LinkedIn Recruiter Search

```
("Data Engineer" OR "Analytics Engineer" OR "ETL Engineer")  
AND (Python AND SQL)  
AND (AWS OR GCP OR "BigQuery")
```

Why this works: LinkedIn Recruiter uses simplified Boolean — no field prefixes like `title:` or `skill:`. Use quotes for exact phrases, parentheses for grouping. We include role variants and let LinkedIn's algorithm handle experience matching based on profile data. Add location filters in the LinkedIn UI, not in the string.

Indeed/Google X-ray

```
site:linkedin.com/in "Data Engineer" OR "Analytics Engineer"  
(Python AND SQL)  
(AWS OR GCP OR "BigQuery")  
("3 years" OR "4 years" OR "5 years")
```

Use for: Finding LinkedIn profiles via Google when you're X-raying a company or industry. Strip this down to 2–3 keywords if results are sparse.

GitHub Search (if you want to check coding activity)

```
site:github.com (language:python language:sql)  
followers:>50  
location:"San Francisco" OR location:remote
```

Use for: Finding active engineers with public portfolios. Flip to "followers:>20" if you need more results.

- ★ Start broad (just role + location), then layer in skills one at a time. Too many AND operators = zero results. If you're getting <5 results, remove the location filter first—geography is more restrictive than skills.

Outreach & Messaging

#10 First-Touch LinkedIn InMail

Outreach

- You're reaching out cold to a passive candidate via LinkedIn InMail. You have <400 characters to hook them.

THE PROMPT

Write a short, personalized LinkedIn InMail that makes a passive candidate want to click.

Keep it under 400 characters (they read on mobile). Personalize to their background—
don't be generic.

Rules:

- Lead with something specific about their profile (a project, achievement, or interest)
- Name the role briefly
- Give a reason why this role is different (not just "you're a great fit")
- Include a soft CTA ("chat for 15?", "worth a conversation?")
- Zero corporate speak

Candidate background: [CANDIDATE_BG]

Role: [ROLE]

Why we're different: [COMPANY_DIFFERENTIATOR]

EXAMPLE INPUT

Candidate: Marcus Rivera, Nurse Manager at Cleveland Clinic. His profile mentions leading a 35-bed surgical unit. Posted about Lean Healthcare methodology at a regional conference 4 months ago.

Role: Director of Nursing, Regional Hospital System (200 beds, expanding surgical unit)

Why we're different: Director-level title with real operational autonomy. He'd shape the surgical expansion, not just manage existing staff. Smaller system = less bureaucracy.

EXAMPLE OUTPUT

Hi Marcus,

Your post on Lean Healthcare caught my eye—applying those principles to a 35-bed surgical unit at Cleveland Clinic is no small thing. We're expanding our surgical program at [Hospital Name] and looking for a Director of Nursing to lead it.

What makes this different: You'd own the operational vision for the expansion—staffing model, workflow design, quality metrics. It's a step up in scope and title, with the autonomy to actually implement the Lean principles you've been working on.

Worth a 15-minute conversation? I'd love to hear what you're thinking about next.

[Your Name]

Why it works:

- Specific reference to his Lean Healthcare post (not generic "you're a great fit")
- Brief role intro (surgical expansion = clear what we need)
- Honest differentiator (Director title, operational autonomy)
- Soft ask ("worth 15 minutes?")
- Conversational tone (not "I'd like to explore synergies")

★ Personalization that references something recent (last 6 months) gets 3x the response rate. Avoid commenting on their photo or generic compliments—cite actual work.

Candidate Communication

#24 Weekly Pipeline Status Update

Candidate Communication

- You're sending your hiring manager a weekly status on all open roles. Shows momentum, flags blockers.

THE PROMPT

Create a professional weekly pipeline status email for [HIRING_MANAGER].

Format:

Overview (Open roles + total pipeline size + avg days-to-fill)

By Role:

- [Role Name]: [# Prospects] sourced | [# Phone screens] completed | [# Interviews] scheduled
- Days open: [X] | Target time-to-fill: [X days]
- Key activity this week
- Blocker (if any)

This Week's Closes (Anyone moving to offer or offer accepted?)

Next Week's Priorities (Where are we focused?)

Risks (Any roles stalling?)

Roles you're hiring for: [LIST]

Week ending: [DATE]

Activity summary: [YOUR_NOTES]

EXAMPLE INPUT

Roles: Senior PM (fintech), Lead Data Engineer, Design Lead

Week activity:

- Sourced 15 PM candidates from LinkedIn outreach
- Completed 2 PM phone screens (1 strong, 1 weak)
- Scheduled 3 interviews (2 PM, 1 data eng)
- One data eng candidate accepted offer
- Design role stalled (got 1 resume this week)

Blockers: Design recruiting is slow; Design lead we want is at another company.

EXAMPLE OUTPUT

Subject: Weekly Pipeline Update – Week of [Date]

Hi [Hiring Manager Name],

Here's our recruiting snapshot for the week ending [Date]. Overall: Good momentum on PM and data eng. Design is slower than we'd like.

By The Numbers

Total Pipeline: 28 active candidates | 8 in late stage | 1 offer out

Role Updates

1. Senior Product Manager (Fintech)

Pipeline: 15 prospects | 5 phone screens completed | 2 interviews scheduled for this week

This week:

- Completed phone screens with Sarah Chen (Stripe) and Marcus Lee (GrowthStart)
- Both strong; plan to bring in for full interview Wed/Thu
- Continuing outreach to 10+ passive candidates
- Got 2 inbound applications (both strong fits)

Blocker: None—moving at good pace.

Status: 🟢 On track. If interviews this week go well, we could move to offer stage by Friday.

2. Lead Data Engineer

Pipeline: 8 prospects | 3 phone screens completed | 1 offer accepted

This week:

- Completed phone screen with James Rodriguez (Figma)—very strong fit, recommend moving to offer
- Reviewed 2 referrals from [Advisor Name]
- James accepted offer Thursday (start date: [Date])

Blocker: None—strong pipeline.

Status: 🟢 Position filled. James starts [Date]. He's a great hire.

3. Design Lead

Pipeline: 5 prospects | 0 phone screens | 0 interviews

This week:

- Posted job description on ADPList and design community channels
- Got 1 resume from general applications (mid-level, not a fit)
- Reached out to 4 passive candidates; 1 responded (low interest)
- Tried to contact the design lead at [Competitor], but she's not open to conversations right now

Blocker: Design market is tight. The design lead we really want isn't budging. Need to either expand search criteria or wait for her situation to change.

Status: 🟡 Slower than ideal. Recommend we:

- Open to mid-level designer (could grow into lead role)
- Tap your network for referrals
- Wait 6 weeks for design lead at [Company] (she mentioned considering move in Q3)

Offer Stage / Closes

This week:

- James Rodriguez (Lead Data Engineer) – ****OFFER ACCEPTED**** 🎉
Start date: [Date]
Note: Great hire. He was excited about mission.

Next week:

- Sarah Chen (Senior PM) – Expect to move to offer if interviews go well (Wed/Thu)

Next Week's Priorities

1. ****PM interviews:**** Conduct full interviews with Sarah Chen and Marcus Lee
 - You leading interviews (Wed/Thu)
 - Plan 90 min per candidate
 - Will send interview prep packets by tomorrow
2. ****Design outreach:**** Expand search—will reach out to 8-10 more designers
 - Also exploring design agencies for contractor option (interim)
3. ****Reference checks:**** If Sarah/Marcus move forward, will schedule reference calls for Friday

Key Risks

1. ****PM role:**** If Sarah and Marcus both say no (unlikely), we'd need to restart sourcing. Currently, we have good flow.
2. ****Design role:**** If we don't get traction in next 2 weeks, recommend expanding criteria (seniority, background) or considering contractor/fractional option.

What I Need From You

- [] Confirm you're available for PM interviews Wed/Thu (90 min each)
- [] Any referrals for Design Lead role?
- [] Timeline for Design role—how urgent is this?

Let me know if you have questions. Happy to discuss strategy on Design.

[Your Name]

- ★ Hiring managers get lots of emails. Format matters. Use clear sections, bold status lines (🟢🟡🔴), and make asks explicit. This email should take 5 minutes to read and give full visibility. --- ## Category: Offer & Negotiation

Rejection & Candidate Care

#27 Application-Stage Rejection

Rejection

- A candidate applied but doesn't meet requirements, or they're not moving forward after review.

THE PROMPT

Write a warm, brief rejection email to someone who applied but isn't moving forward.
Keep it short (4-5 sentences max). Be specific about why (don't make it generic), but not so detailed that it feels harsh. Leave the door open for future roles.

Candidate: [NAME]
Role they applied for: [ROLE]
Why they're not moving forward: [REASON]
Future possibility: [IS_THERE_A_ROLE_THEY_MIGHT_FIT]

EXAMPLE INPUT

Candidate: Marcus Lee
Applied for: Senior Product Manager (fintech)
Why passing: He has good PM fundamentals (3 years), but no B2B SaaS or fintech background.
He came from B2C gaming. For a Series A company needing domain knowledge, we'd prefer someone with 1+ year fintech.

Future: We have a Growth PM role opening in 2 months. His B2C + growth background might fit better.

EXAMPLE OUTPUT

Subject: Update on Your Application – [Company Name]

Hi Marcus,

Thanks so much for applying to our Senior Product Manager role. We really appreciated your background in growth and product at [Company]—you've clearly shipped great products.

We decided to move forward with a candidate who had more fintech-specific experience, which we felt was important for this particular stage. That said, your growth and B2C expertise is strong, and we'd love to stay in touch.

We have a Growth Product Manager role opening in a couple of months that might be a better fit for your background. Would you be interested in chatting about that?

Either way, best of luck with your search. We're rooting for you.

[Your Name]

Why it works:

- Specific reason (fintech background)
- Compliment his work (growth, products shipped)
- Future opportunity (keeps door open)
- Warm tone (not corporate)
- Short (people skim rejections)

★ If there's genuinely no future fit, don't fake it. Better to be honest and warm ("We're hiring for very specific backgrounds right now") than to suggest something that won't happen.

Want the Full Toolkit?

The full Recruiter's AI Toolkit covers your entire hiring workflow — from intake to offer close.

Standard — \$39

- 31 copy-paste AI prompts (including 2 compliance prompts)
- Real examples with every prompt
- Pro tips grounded in recruiting best practices
- Workflow map, prompt chains, and quick-reference cheat sheet
- Customization guide for adapting prompts to your company

Pro — \$69

Everything in Standard, plus 31 advanced prompts (62 total):

- Competitor talent mapping and sourcing strategies
- Technical interview guides and panel coordination
- Compliance documentation suite (background checks, hiring decisions)
- Full onboarding workflows (checklists, manager handoffs, announcements)
- Compensation research, negotiation prep, and benefits summaries

Get the toolkit at: aitoolkitshop.com/recruiting/

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