

Your AI Intern Kit

Treat AI like a brilliant fresh graduate on their first day. Brief them, give them your SOP, and check their work. Most of this runs on free plans you already have. Where something costs money, the price sits next to the time it saves.

Time saved is my estimate for a typical week.

NOW · ABOUT 5 MINUTES

Make your first Gem

Reading this as a PDF on your phone? Long-press any box to select and copy its text.

A Gem is a saved SOP for Gemini. You write the instructions once, and every answer follows them. That's the fix for "too generic" and for re-typing the same rules.

- 1 Open **gemini.google.com** in your phone's browser, Chrome or Safari. Google's instructions for making Gems are written for the web version.
- 2 Open the menu, tap **Gems**, then **New Gem**.
- 3 Pick one of the two starters below and name the Gem after it.
- 4 Copy the starter into **Instructions** and replace any parts in square brackets.
- 5 Save. The Gem now shows up in the Gemini app too.

STARTER 1 · CV CHECKER

You check my CV against one job posting, the way an applicant tracking system (ATS) would, and then help me fix it honestly.

When I share a CV and a job posting, reply in five parts:

1. Can an ATS read it? Flag tables, columns, text in headers or footers, images, unusual section headings and mixed date formats.
2. Knockout requirements: a table of every hard requirement in the posting (degree, years, certificates, software, location), each marked Met, Not shown or Not met, quoting my CV as evidence.
3. Keyword gaps: a table of the posting's key terms, each marked Exact, Synonym or Missing in my CV, with an honest fix.
4. Fixes: rewrite up to 5 bullets using only facts already in my CV.

Where a number or detail is missing, write [ADD IF TRUE: ...].

5. Questions for me: anything only I can answer.

End with: "Keyword coverage: X of Y must-have terms. This is a keyword count, not the employer's score."

Never invent employers, job titles, dates, degrees, certificates, software or numbers. Never give a score out of 100.

If my CV shows my NID, date of birth, full address or photo, tell me to remove them before I upload it anywhere.

STARTER 2 · WEEKLY REPORT WRITER

You write my weekly [site progress / maintenance / project] report for [my manager or client].

Each week I'll paste rough notes, a photo of my diary, or voice-typed text in Bangla or English.

Before you write, ask me in one message for anything missing: dates, quantities, names, or next week's plan.

Always use this structure: Summary (3 lines) · Work done this week · Issues and risks · Plan for next week · Materials or approvals needed.

Put quantities, progress percentages and dates in a table.

Never invent numbers, names, prices or standards. Write [TO CONFIRM] instead.

Write in formal British English (or Bangla if I ask), amounts in Tk, under one page.

End with the three items that need a decision from my manager.

Prefer Claude or ChatGPT? Paste the same text into a **Project**'s instructions. Claude's free plan allows 5 Projects.

Five more to try this week

Your CV against a real job ad

Free on Claude or Gemini · saves about an hour per application

On a laptop, in Claude, turn on **Code execution and file creation** in Settings, then add our CV checker skill under **Customize → Skills**. Attach your CV and the job posting, and say:

PROMPT

Here's my CV and a job I want to apply for on bdjobs. Check my CV against it.

To get the skill, download **cv-ats-checker.zip** from the WhatsApp group, or build it yourself in two minutes:

- 1 Make a folder called **cv-ats-checker**.
- 2 Copy the skill below into a plain-text file named **SKILL.md** inside that folder.
- 3 Zip the folder. On a Mac, right-click it and choose **Compress**. On Windows, right-click it and choose **Send to → Compressed (zipped) folder**.
- 4 In Claude, upload the ZIP under **Customize → Skills**.

name: cv-ats-checker

description: Checks a CV against one job posting the way an ATS would: parse problems, knockout requirements, keyword gaps and honest fixes. Use when someone shares a CV and a job ad.

You check one CV against one job posting, the way an applicant tracking system (ATS) would, then help the candidate fix it honestly.

Real ATS software parses a CV and matches keywords (iCIMS: it can "rank candidates based on criteria, including years of experience, the relevance of keywords"). No AI score is the employer's own score.

Workflow

1. Find the CV and the posting. If one is missing, ask for it and stop.
2. Pull every hard requirement and every key term from the posting.
3. If code execution is available and the CV is a .docx, open it with python-docx and check headers, footers, tables, text boxes, and images. If it is a PDF, check that the text can be extracted. Otherwise judge from the text.
4. Add up the dated roles, then compare the total with the years the summary claims.
5. Write the five parts below.

Output format

Reply with exactly these five headed parts, in this order. Parts 2 and 3 must be markdown tables.

1. Can an ATS read it?

A bulleted list of parse problems. Look for tables or columns, text in headers, footers, or text boxes, images, unusual section headings, and inconsistent date formats.

2. Knockout requirements

A table with the columns `Requirement (from the posting) | In the CV? | Evidence from the CV`. The middle column is exactly one of Met, Not shown, Not met. Quote the CV as evidence.

3. Keyword gaps

A table with the columns `Term from the posting | Must-have or nice-to-

have | In the CV? | Honest fix`. The third column is exactly one of Exact, Synonym, Missing.

4. Fixes, using only what's true

Up to 5 rewritten bullets. Each uses only facts already in the CV. Where a number or detail is missing, write `[ADD IF TRUE: ...]`.

5. Questions for you

What only the candidate can answer.

End with this line, exactly:

Keyword coverage: X of Y must-have terms. This is a keyword count, not the employer's score.

Hard rules

- Never invent employers, job titles, dates, degrees, certificates, software, or numbers.
- Never give a score out of 100, a percentage match, or a "chance of getting shortlisted".
- Flag any employment gap of 6 months or more. Flag any mismatch between the years the summary claims and the years the dates add up to.
- If the CV shows an NID, date of birth, full address, or photo, say to remove them before uploading anywhere.
- Answer in English. If the user writes in Bangla, answer in Bangla, but keep the posting's terms in English.
- Keep the prose short: the tables carry the report.

No laptop? The CV checker Gem above does the same in Gemini. Remove your phone number, address and NID first. It counts keywords; it isn't the employer's score.

Then practise out loud. In Claude's voice mode or Gemini Live (in a normal chat, because Gems don't work in Live), say:

VOICE INTERVIEW PROMPT

Interview me for this job. Ask one question at a time, and give me one line of feedback after each answer.

A job digest that arrives every morning

Free on ChatGPT (up to 3 scheduled tasks) or Grok · saves about 2 hours a week

This is a standing job: like a standing instruction at your bank, but for work. In ChatGPT, ask it to run this every day, and it becomes a scheduled task. In Grok, use Automations.

PROMPT

Every day at 8 am Dhaka time: find up to 5 job postings from the last 24 hours for [a civil engineer in Dhaka with 6 years in high-rise construction], open to [remote roles]. Search bdjobs.com, LinkedIn Jobs and remote job boards. For each: job title, employer, location or remote, application deadline, one line on why it fits, and the direct link. Only list postings whose link you opened and that are still open. If fewer than 5 match, say so; don't pad the list.

AI digests invent links and list expired jobs. Click through before you apply. Grok Bot, the always-on version, needs a paid SuperGrok plan.

Your manual or code book, with sources, then a slide deck

Free, with daily limits · saves an evening of reading and slide-making

Open **notebooklm.google**, now called Gemini Notebook. It's free. Add a PDF; a notebook holds up to 50 sources. Then ask with a rule:

ASK IT LIKE THIS

Answer only from my sources. Quote the section and page. If it isn't in my sources, say so.

Then open **Studio**, pick **Audio Overview**, and choose **Bengali**. Two hosts discuss your own document as a short podcast, in Bangla. Usage refreshes every 5 hours. If you run out, tap **Generate later**.

Want slides too? In **Studio**, pick **Slide Deck** and describe the deck you want, for example:

SLIDE DECK PROMPT

Make 8 presenter slides for a 10-minute briefing to my team on this document. Slide 1: the one-sentence takeaway. Put the section number next to every point. Last slide: three actions for this week.

Check one section number against the PDF before you present it.

One messy spreadsheet, turned into a clean tracker

Free on Claude or ChatGPT · saves about an hour on every messy sheet

Upload an .xlsx to **Claude** or **ChatGPT** on the free plan. In Claude, first turn on **Code execution and file creation** in Settings so it can hand you back a real Excel file. Use a sheet with nothing confidential in it.

PROMPT

Clean this into a tracker in a new Excel file: one row per item, real dates, one spelling per name, numbers stored as numbers, totals as formulas. Flag duplicates and anything overdue as of [today's date]. Tell me what you changed.

Then click a total. Is it a formula, or a typed number? Check two rows by hand before you trust the rest.

Research in 2 minutes

Free, with monthly limits · saves a weekend of reading

Ask **consensus.app** a yes-or-no question. It searches research papers and shows how many say yes, no, or possibly. Open one paper and read the sentence it came from.

PROMPT

Does dust on solar panels significantly reduce their output in South Asia?

Elicit's Basic plan and Semantic Scholar are free too.

WHEN IT STOPS

When you hit a free limit

The intern's shift is over, but you have four free interns. When one clocks out, hand the work to the next.

FREE PLAN	HOW THE LIMIT WORKS	WHAT TO DO
Gemini	Refreshes every 5 hours, with a weekly cap	Switch to ChatGPT or Claude
Claude	A session limit that resets every 5 hours; it varies with demand	Switch, or start a fresh chat later
ChatGPT	Chat keeps going; file uploads and some tools have their own, smaller limits	Paste the text instead of attaching the file
Gemini Notebook	Refreshes every 5 hours, with a weekly cap	Tap "Generate later" for audio and video

- Start a new chat for a new task. Long chats use up your limit faster.
- Send one complete message, not five follow-ups.
- Keep your rules in a Gem or Project so you never retype them.

BEFORE YOU PASTE ANYTHING

On a free personal account, assume what you type or upload can be kept and used to improve the AI unless you switch that off. So never paste passwords, client drawings, tender rates, or anyone's personal details, and use a temporary or incognito chat for anything sensitive.

AI drafts. The source decides. The professional signs.

Reading and drafting are OK. Sending, paying and submitting are human.

Click at least one citation. Check two numbers by hand. Ask it: "What are you least sure about?"

FREE TO START · CHECKED 19 SEPTEMBER 2026

Tools that plug into your day

Granola: meeting notes with no bot

It listens through your laptop or phone, with nothing joining the call, and writes the notes for you. Free on Mac, Windows, iPhone, and Android. Connect it to Claude or ChatGPT and ask "What did I promise this week?" Bangla isn't supported yet, so use it for English meetings.

Zapier: one connector, thousands of apps

Add Zapier's connector to Claude, and it can add a row to your Google Sheet or draft an email in Gmail. Zapier's free plan works, and each successful action uses 2 of your monthly Zapier tasks. On Claude's free plan it takes your one custom connector. Turn on draft actions only, never send.

Fathom: notes for Zoom, Meet, and Teams

Free, with unlimited recordings and summaries. A notetaker bot joins the call, so tell people first.

Voice typing, including Bangla

Your phone keyboard's microphone, Win+H on Windows, and dictation on a Mac all type what you say, and they support Bengali. Paste the text into Gemini and ask for minutes and action items. Wispr Flow does the same in any app, free up to 2,000 words a week. Test it with Bangla first.

Notion, connected to your AI

Notion's free connector lets Claude or ChatGPT read and update your pages. For example: "Summarise my Job Search page and list next steps."

cvai.dev: a quick CV check

Free, with no account. It sends your CV text to their server, so remove your phone number, address and NID first. Its score is a keyword check, not the employer's own ranking.

More research tools

Elicit's Basic plan and Semantic Scholar are free, and Semantic Scholar can email you when new papers match your topic.

Napkin.ai

Turns a paragraph into a clean diagram. The free plan gives 500 credits a week.

Grok

xAI's assistant at grok.com, with a free tier. Its Automations run a standing job, like the daily job digest, free for everyone. Grok Bot, its always-on agent, needs a paid SuperGrok plan, with usage billed on top.

Video

Google Flow gives 50 free credits a day, and a short "Fast" clip costs 20. Video in the Gemini app needs a Google AI plan. CapCut's free editor adds captions automatically.

FROM THE SESSION'S CUTTING-ROOM FLOOR

More to try

A calculator from one sentence

Free on Gemini Canvas

Type one sentence into Gemini Canvas and share the result as a link that opens on any phone.

PROMPT

Build a mobile-friendly 3-phase cable voltage drop calculator for 415 V: inputs load (kW), power factor, cable length (m), copper or aluminium, and cable size from 1.5 to 300 mm². Show the drop in volts and %, green under 3%, amber 3–5%, red over 5%, suggest the smallest size under 3%, and show the formula used.

Check it against your cable manufacturer's table before you size a real feeder.

Video from a photo

Free on Google Flow: 50 credits a day, and a Fast clip costs 20

Upload your own landscape photo, with no close-up faces, and ask for 8 seconds of motion.

PROMPT

Slow cinematic drone push-in over this campus at golden hour, soft clouds moving, birds crossing, gentle ambient sound. 8 seconds, no text.

CapCut's free editor adds captions automatically.

An agent that writes the comparative statement

Paid: Claude Cowork needs a paid Claude plan

Point Claude Cowork at a folder holding an RFQ and three quotations. It compares every clause, adds any penalties, and writes the recommendation memo while you do something else. It works only in the folder you choose, and it asks before it deletes anything.

Check it against your own reading. You still sign the comparative statement.

SKILLS: SAVED SOPS YOUR AI LOADS WHEN NEEDED

Popular skills to try

A skill is a folder with a SKILL.md: instructions, and sometimes scripts, that the AI loads when a task matches. Claude has Anthropic's own skills built in. You can upload your own, like our CV checker, or community ones.

research (Matt Pocock's skills) · with Deep Research

Investigates a question against primary sources and saves a cited report. Where: Claude Code

devils-advocate (notmanas) · with the staged mistake

Attacks an answer with a pre-mortem and hard questions before you trust it. Where: Claude Code

pdf (Anthropic) · with Gemini Notebook

Reads, splits and pulls text and tables out of PDFs. Where: Built into Claude's file tools

grill-me (Matt Pocock's skills) · with the proposal Gem

Interviews you about a proposal until every decision is settled. Where: Claude Code, or zip its SKILL.md and upload it to Claude

cv-ats-checker (ours) · with the CV check

Checks a CV against a job posting the way an ATS would. Where: Claude, free

pptx (Anthropic) · with the slide deck

Builds a real PowerPoint file. Where: Built into Claude's file tools

xlsx (Anthropic) · with the spreadsheet

Makes real Excel files with working formulas. Where: Built into Claude's file tools

internal-comms (Anthropic) · with Connectors

Drafts status updates, newsletters and FAQs in your company's style. Where: From Anthropic's skills repo

last30days (mvanhorn) · with the job digest

A digest of what's new on any topic from the last 30 days of Reddit, X and the web. Where: Claude Code; needs API keys

skill-creator (Anthropic) · to make your own

Turns a prompt you keep retyping into your own skill. Where: From Anthropic Skills can run code. Install only from sources you trust, and read the SKILL.md first.

Using Claude Code? `npx skills add <owner/repo>` installs a community skill.
On claude.ai, zip the skill's folder and upload it under Customize → Skills.

NEXT SATURDAY, 26 SEPTEMBER

Tell us what you tried

I'll post a quick poll in the WhatsApp group. One line is enough, even if the answer is "it didn't work".

DRG NO.	REV	DATE	CHECKED BY
IUT-AI-01	C	19.09.2026	You

Free-plan facts checked on 19 September 2026. Plans change often.

Scale: NTS