

● | AI Writing Assistant

How to Create a Short-Form Post

AI can help you shape short-form content for LinkedIn and social media. Use these steps to develop your idea, create a first draft, and make the final post sound like you.



STEP 01

DEFINE YOUR POST

- Topic: What do you want to say?
- Audience: Who needs to hear it?
- Purpose: Inform, teach, share, or discuss.
- Tone: Professional, conversational, thoughtful, bold.

Example Prompt: “Help me write a concise LinkedIn post about how AI is changing the job search. My audience is job seekers and HR professionals. Keep it conversational, practical, and avoid hype.”

STEP 02

GENERATE A DRAFT

Ask AI to create a first draft using your topic, audience, purpose, and tone. Treat the output as a starting point, not the finished post.

Example AI Draft: “AI is becoming part of the job search in practical ways, from matching roles to improving resumes and preparing for interviews. The value is not in replacing your judgment, but in helping you work more efficiently and make better-informed choices.”

STEP 03

REFINE & PERSONALIZE

- Make it sound like you.
- Remove generic or exaggerated language.
- Add a specific example, insight, or point of view.
- Ask a question only when it naturally invites conversation.

Example Refinement: “AI can make parts of the job search faster, but it still needs your judgment. I use it to organize ideas, sharpen resumes, and prepare for conversations. It will not make decisions for me. Where has AI actually helped you?”

STEP 04

PUBLISH & ENGAGE

- Review for accuracy before publishing.
- Post to your preferred platform.
- Respond personally to comments and conversation.
- Use AI to brainstorm follow-up posts or responses when helpful.

Engagement Tip: Aim for genuine conversation, not forced engagement.