

FREE DOWNLOAD

AI Starter Kit for Fresh Graduates

The essential guide to starting your AI journey in 2026.

What's inside:

- 5 Free AI tools every graduate should know
- 10 Ready-to-use prompts for real work
- 30 Day action plan to build your skills
- 1 Digital safety checklist
- + Data Governance explained simply

■ WHAT IS AI?

A plain-English answer for every fresh graduate.

Artificial Intelligence (AI) is software that learns from large amounts of data to perform tasks that previously required human thinking — writing, analysis, translation, coding, research, and much more.

You do not need to be an engineer to use AI. You need to understand what it can do, what it cannot do, and how to give it the right instructions.

THREE THINGS EVERY GRADUATE NEEDS TO KNOW

1

AI is a tool, not a replacement

It makes skilled people more productive. It does not replace skill — it amplifies it.

2

AI is only as good as your instructions

Vague prompts give vague answers. Clear, specific prompts give genuinely useful outputs.

3

AI can be confidently wrong

Always verify important outputs. AI does not know what it does not know.

"AI will not take your job. But a person who knows how to use AI might."

WHERE AI IS ALREADY CHANGING YOUR FIELD

Field	What AI Is Doing Now
Law	Legal research, contract review, case prep, compliance work
Commerce / CA	Data analysis, financial reports, GST queries, audit support
Engineering	Code generation, documentation, testing, debugging
Arts / Humanities	Content writing, research synthesis, creative briefs
BBA / Management	Market research, presentations, strategy analysis
Science	Literature review, data processing, lab report writing

■ ■ 5 FREE AI TOOLS TO START WITH

No payment required. Start today.

1 ChatGPT (Free tier)

chatgpt.com

The most versatile all-rounder. Best for: drafting emails, cover letters, brainstorming ideas, preparing interview answers, and explaining complex topics. Use it as your first-draft assistant — always review and refine in your own voice.

2 Claude (Free tier)

claude.ai

Excellent for long document analysis, nuanced writing, and professional tone. Best for: summarising reports, drafting formal letters, structured reasoning, and anything requiring careful, thorough output.

3 Perplexity AI (Free)

perplexity.ai

AI-powered research with citations. Best for: finding recent information, fact-checking, researching companies before interviews, and learning about any topic with sources you can verify.

4 Canva AI (Free tier)

canva.com

Design and presentation creation. Best for: building professional presentations, social media content, resumes, and visual reports — with no design experience needed.

5 NotebookLM (Free, Google)

notebooklm.google

Upload your own documents and ask questions about them. Best for: studying from textbooks, analysing case files, preparing for exams, and making sense of complex reports you have been given.

Start with ONE tool. Use it every day for one week on real tasks. Master one tool completely before adding another.



10 READY-TO-USE PROMPTS

Copy, personalise, and use today.

A great prompt has four parts: Context (who you are), Task (what you want), Format (how you want the output), and Constraints (what to avoid). The prompts below follow this structure. Replace the bracketed words with your details.

JOB SEARCH

PROMPT 1 · RESUME SUMMARY

"I am a fresh [Commerce/Law/Engineering] graduate from [University], graduating in [Year], with skills in [Skill 1] and [Skill 2]. Write a 3-sentence professional summary for my resume. Keep it confident, specific, and avoid generic phrases like "hard-working" or "team player.""

JOB SEARCH

PROMPT 2 · COVER LETTER OPENING

"I am applying for a [Role] at [Company]. I am a fresh graduate in [Field]. Write a compelling opening paragraph for my cover letter that mentions something specific about [Company] and connects it to my background. Keep it under 80 words."

INTERVIEW PREP

PROMPT 3 · BEHAVIOURAL QUESTION

"Act as a senior interviewer at a [type of company]. Ask me a behavioural question about [leadership/conflict/failure/teamwork]. After I answer, give me honest feedback: what was strong, what was weak, and what I should add."

EMAIL WRITING

PROMPT 4 · PROFESSIONAL FOLLOW-UP

"Write a professional follow-up email to send 3 days after a job interview. I interviewed for a [Role] at [Company]. The interview was with [Name/Title]. Keep it under 100 words, warm but not desperate, and end with a clear question."

LEARNING

PROMPT 5 · EXPLAIN A CONCEPT

"Explain [concept from my field] as if I am a smart person with no background in it. Use a real-world analogy. Keep it under 200 words. End with one practical implication for my career."

RESEARCH**PROMPT 6 · COMPANY RESEARCH BEFORE INTERVIEW**

"I have an interview at [Company Name] for a [Role]. Summarise what I should know about the company: their main products/services, recent news, competitors, and culture. Format as bullet points. Flag anything I should ask about."

WRITING**PROMPT 7 · PROFESSIONAL EMAIL**

"Write a professional email to [recipient/role] asking for [what you need: an introduction, a meeting, information, feedback]. I am a fresh graduate. The tone should be respectful but direct. Under 120 words. Include a clear subject line."

ANALYSIS**PROMPT 8 · SUMMARISE A DOCUMENT**

"I am going to paste a [report/article/case study]. Summarise it in 5 bullet points. After the summary, give me: (1) the most important takeaway, (2) one thing I should question or verify, and (3) one practical action I could take."

CAREER**PROMPT 9 · LINKEDIN HEADLINE**

"Write 5 LinkedIn headline options for a fresh [Field] graduate from India. Each should be under 15 words, include a skill or specialisation, and avoid generic phrases. Make them specific enough to stand out in recruiter searches."

PRODUCTIVITY**PROMPT 10 · PLAN YOUR WEEK**

"I am a fresh graduate juggling [job applications / internship / studying / freelance work]. Help me create a practical weekly schedule. My priorities are: [List 3]. I have [X] hours free per day. Build a realistic plan I can actually follow."

■ 30-DAY ACTION PLAN

One practical skill per day. Build real capability.

The graduates who benefit most from AI are not the ones who read the most about it — they are the ones who use it consistently on real tasks. This plan is designed to get you from zero to genuinely capable in 30 days.

Week 1 — Foundation

Day 1	Create accounts on ChatGPT and Claude (both free). Try the same question on both. Note the difference.
Day 2	Use ChatGPT to draft a professional email for a real situation you have coming up.
Day 3	Ask Claude to summarise a long document, news article, or chapter from a textbook.
Day 4	Write a basic prompt using the 4-part structure: Context + Task + Format + Constraints.
Day 5	Use Perplexity to research a company you are interested in working at.
Day 6	Compare the same prompt sent to ChatGPT vs Claude. Which gave a better answer? Why?
Day 7	Write down 3 real tasks from your life where AI could save you time. Keep this list.

Week 2 — Job Search Applications

Day 8	Use Prompt 1 (Resume Summary) to rewrite your resume summary. Compare with your current version.
Day 9	Use Prompt 2 (Cover Letter) for a job you genuinely want to apply for.
Day 10	Use Prompt 3 (Behavioural Question) to practice for a real interview you have coming up.
Day 11	Use NotebookLM — upload a PDF (notes, report, textbook chapter) and ask 5 questions about it.
Day 12	Use Canva AI to create a professional one-page resume or LinkedIn banner.
Day 13	Ask AI to review your LinkedIn profile and suggest specific improvements.

Day 14	Save your 5 best prompts from this week in a personal prompt library (a notes file or doc).
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Week 3 — Field-Specific Skills

Day 15	Identify the ONE most repetitive task in your current work, study, or job search. Use AI to automate it.
Day 16	Use AI to explain 3 technical concepts from your field in plain English. Save the explanations.
Day 17	Use Perplexity to research the latest developments in your industry. Write a 5-bullet summary.
Day 18	Practice the Prompt Chain: start with a rough draft, then run 4 refinement prompts to improve it.
Day 19	Ask AI to critique something you have written — a report, email, or essay. Act on the feedback.
Day 20	Use AI to prepare 10 questions you should ask at a job interview in your field.
Day 21	Review: What has worked well? What prompts are in your library now? What gaps remain?

Week 4 — Build the Habit

Day 22	Try a more advanced prompt technique: role assignment (ask AI to act as a senior professional in your field).
Day 23	Use AI to analyse a real business problem or case study relevant to your career goals.
Day 24	Build a personal "AI workflow" for one recurring task — document the exact prompts that work.
Day 25	Teach someone else one AI technique you have learned. Teaching solidifies understanding.
Day 26	Use AI to create a 3-month learning plan for a skill gap you have identified.
Day 27	Audit your digital safety (see checklist on next page). Fix at least one issue today.
Day 28	Write a short reflection: how has your work or study changed in 4 weeks? What would you do differently?
Day 29	Identify your next 30-day AI goal. Repeat the cycle at a higher level.

Day 30

You have built the habit. AI is now part of how you work.
Congratulations.

■ ■ DIGITAL SAFETY CHECKLIST

Protect yourself in the AI era. 10 minutes. Do it now.

Most people guard their homes carefully and leave their digital lives completely unprotected. With AI tools now capable of hyper-personalised phishing and deepfake fraud, basic digital hygiene is not optional — it is professional.

PASSWORDS & ACCESS

■	Use a unique password for every important account (email, banking, LinkedIn, job portals)
■	Enable two-factor authentication (2FA) on email, banking, and social accounts
■	Use a password manager (Bitwarden is free) instead of reusing passwords
■	Never share OTPs or passwords — no legitimate service will ever ask

WHAT YOU SHARE ONLINE

■	Do not share your Aadhaar number, PAN, or bank details in WhatsApp groups or emails
■	Check your social media privacy settings — make sure strangers cannot see your phone number
■	Be careful what you paste into AI tools: avoid pasting client data, confidential documents, or personal IDs
■	Before clicking any link, hover over it to see the actual URL destination

AI-SPECIFIC SAFETY

■	Verify any urgent request that comes through email or WhatsApp — especially involving money or personal data
■	Be sceptical of voice or video calls asking for urgent action — AI can clone voices and faces
■	If an AI tool asks for personal information it does not need, close it
■	Do not paste full contracts, financial statements, or HR documents into public AI tools

DEVICES & ACCOUNTS

■	Keep your phone and laptop software updated — updates include security patches
■	Log out of accounts on shared or public computers
■	Review which apps have access to your camera and microphone
■	If you suspect a scam, report it at cybercrime.gov.in (India) or your national cybercrime portal

The golden rule: if something feels urgent, unexpected, or too good to be true — pause for 60 seconds before taking any action. That pause will save you more trouble than any security software.

■ DATA GOVERNANCE — EXPLAINED SIMPLY

The concept every 2026 graduate should understand.

Data Governance is the system that makes sure a company's information is organised, accurate, secure, and usable — with clear ownership at every step. It is not paperwork. It is the foundation every AI system depends on.

"If nobody owns it, nobody fixes it." — The golden rule of Data Governance.

THE LIBRARY ANALOGY

Think of your company's data as a library. The books are your data. A head librarian (Data Owner) sets the rules and is accountable. A maintenance crew (Data Stewards) keeps the shelves organised and the catalogue updated. A security guard (Data Custodian) controls who has access. The readers (Data Consumers — analysts, AI systems) can only use the library if everything else is working.

THE FOUR LAYERS

Layer	Name	What It Means
4 (Top)	Analytics & AI	Using the data — dashboards, reports, AI outputs
3	Decision Authority	Governance — who owns what, what rules apply
2	Data Management	Keeping data clean, labelled, and traceable
1 (Base)	Data Foundation	The raw data itself — stored, collected, sourced

THE FIVE CORE PRINCIPLES

Principle	Plain English
Accountability	Every dataset has a named owner responsible for its quality and use.
Integrity	Data is accurate, consistent, and free of duplicates or contradictions.
Protection	Sensitive data is secured; access is granted only where genuinely needed.
Transparency	A full audit trail exists: where data came from and who changed it.

Compliance	All data use follows legal and regulatory requirements (GDPR, DPDP Act, etc.).
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WHY IT MATTERS FOR YOUR CAREER

Organisations are deploying AI at pace. Those AI systems are only as good as the data feeding them. In most organisations, that data is a mess — duplicated, outdated, uncategorised. Graduates who understand governance principles ask better questions, flag real risks, and build trustworthy habits from day one. That makes you more valuable — immediately.

Want the full version with diagrams? Read the complete article at:
promptedgrad.com/data-governance-explained-simply/

■ WHAT TO READ NEXT

Continue your AI journey on PromptedGrad.

Will AI Take My Job?	The honest answer every graduate needs in 2026.	promptedgrad.com/will-ai-take-my-job-2026/
Context Engineering	The skill that separates good AI users from great ones.	promptedgrad.com/context-engineering/
AI Governance: Why Old Principles Matter	Power without verification is not progress. It is risk.	promptedgrad.com/ai-governance-why-old-principles-matter/
Verify AI Responses	A practical framework for checking AI output before you stake your reputation on it.	promptedgrad.com/verify-ai-responses/
Best Free AI Tools for Fresh Graduates	The complete guide to 7 free tools with a 30-day build plan.	promptedgrad.com/best-free-ai-tools-fresh-graduates-2026/
AI in India	What every graduate needs to know about the opportunity in front of them.	promptedgrad.com/ai-in-india/

"AI will not replace your ambition, your judgement, or your professional experience. But it will reward every graduate who learns to use it with intention."

Mahesh Ramanujam

F.C.A, ICAI · Founder, PromptedGrad
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