

Utilizing AI in Your Job Search

Resumes

- Use the responsibilities listed in the job description to prompt ChatGPT.
- Type specific responsibilities from past jobs in the prompt and ask the tool to generate resume achievements.
- Enter the prompts section-by-section, one job experience at a time, and break them down by individual tasks.

Email Etiquette

- Paste in the original email and ask ChatGPT for a response.
- Skim the response options and summarize, in your own words, the recommended wording for your response.
- Ask ChatGPT how to respond to the subject of the email. For example, enter a prompt about how to respond to an email asking for interview preferences.

Interview Prep

- Prompt ChatGPT with a job or internship description and ask for sample interview questions for that position.
- Consider whether you feel confident in your responses to potential questions.
- If not, ask ChatGPT for sample answers. You can use your past experience to prompt ChatGPT for a more relevant response to a question.

Cover Letters

- Type into ChatGPT, all in one block:
 - Write me a cover letter for this job description (paste the job description).
 - That uses these experiences (paste resume content)
 - Using this cover letter template (paste the cover letter)
- Run multiple iterations to find your preferred base, then modify in your own words.

Considerations and Limitations

- Remember: Use AI only as a tool to help you START constructing these documents. It is up to you to CUSTOMIZE your information and ensure that your information is accurate and highlights your unique capabilities. Refrain from putting personal information in ChatGPT.
- Look for irregularities, details that don't align with your experience, and repetitive information.
- ChatGPT is open to everyone, meaning others may get the same generic responses. Prompt the system with specific questions or information for unique outputs.