

Generative AI and Your Job Search

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Welcome Alumni!

This presentation introduces the topic of Generative AI (think ChatGPT), and talks about how you can use it to optimize your job search. We'll focus on various key aspects of your search, including resumes, cover letters, interviews, and job matching, and discuss the ethical implications of Generative AI.

Let's get started!

What is Generative AI

- Generative AI is a type of artificial intelligence technology that broadly describes machine learning systems capable of generating text, images, code or other types of content, often in response to a prompt entered by a user.
- **ChatGPT**: An AI language model developed by OpenAI that can answer questions and generate human-like responses from text prompts.

*[Generative AI Defined: How It Works, Benefits and Dangers \(techrepublic.com\)](https://techrepublic.com)

Generative AI and Your Job Search

- **Generative AI** provides job seekers innovative tools and strategies to enhance their job search process. Leveraging the capabilities of generative AI will help you improve your chances of securing the perfect job. Here's how it can help:
 - Craft job applications tailored to specific jobs
 - Resume improvement and optimization
 - Enhance personal branding across all marketing materials
 - Identify right opportunities with job matching
 - Prepare for interviews with AI generated questions

Tips and Guidelines by Category

- **Resume**
- **Cover Letter**
- **Interview Preparation**
- **LinkedIn**
- **Career Connect**
- **Job Matching**
- **Ethics**

Resume Writing

ChatGPT Resume Prep Prompts

Review the job listing below. Then review my resume. Generate a new resume that is better suited to the requirements of the job listing. [copy paste job listing][copy paste resume]

What are the key skills that should be included in a resume for a [job title] position?

Suggest ways to tailor my resume to a specific job listing in the field of [job field].

Provide an example of a well-structured resume for a [job position].

What are some effective ways to demonstrate leadership experience in a resume for a managerial role?

How can I best present my internship experiences in a resume for an entry-level job in [field]?



Resource: <https://bit.ly/careerserviceschatgpt> (Career Services ChatGPT Prompts)

Using Generative AI (GAI) to Refine Your Resume

GAI is all about the prompts you use and how you use it:

- What are the key strengths and skills from my professional experience that I should prioritize and highlight prominently on my resume?
- Can you review my resume for any potential grammar, formatting, or consistency issues to ensure it appears polished and professional?
- How can I tailor my resume to better align with the specific job I'm applying for, showcasing the most relevant experiences and achievements?
- Are there any gaps in my resume that need to be addressed, and how can I effectively fill them, such as through additional training, certifications, or volunteer work?
- Can you provide suggestions on how to make my resume stand out more, such as incorporating quantifiable achievements or using specific action verbs?

Things to consider

- If you are unsure how to write up a project or employment description – give it to GAI and ask!
- Remember to provide as much relevant information as possible about your background, experiences, and job preferences to get the best possible advice from GAI.
- Additionally, always proofread and revise the final resume before submitting it to potential employers.

Resume Writing Resources

- <https://resume.io>
- [Kickresume | Best Online Resume & Cover Letter Builder](#)
- <https://www.rezi.ai/>
- [Teal: Career Growth, On Your Terms. Track and Manage Job Search Applications \(tealhq.com\)](#)
- [Optimize your Resume - Jobscan](#)
- [Resume Worded - Free instant feedback on your resume and LinkedIn profile](#)

Writing a Cover Letter

ChatGPT Cover Letter Prompts

Review my resume. [copy paste resume] How can I best demonstrate my skills and experience in a cover letter for a [job role] job?

Can you provide an example of a cover letter for a job application in a [company type]?



Resource: <https://bit.ly/careerserviceschatgpt> (Career Services ChatGPT Prompts)

Using Generative AI (GAI) to Refine (or write) a Cover Letter

- Draft a persuasive cover letter in 150 words or less highlighting my qualifications and enthusiasm for the [job title] at [company] using my resume achievements below. [Press "Shift" + "Enter," then copy and paste your resume achievements under the prompt.]
- Write a cover letter for [job title] role at [company] and include the five most important keywords from the job description below. [Press "Shift" + "Enter," then copy and paste the job description under the prompt.]
- Write a personalized cover letter for a [job title] role at [company] based on this job description and the experience in my resume. Don't worry about including the address or date at the top. [Press "Shift" + "Enter," then copy and paste the job description and your resume under the prompt.]
- Below is my current cover letter. How does it stand up to current best practices for cover letters? What should I do to improve it?" [Press "Shift" + "Enter," then copy and paste your cover letter.]
- Below is my current cover letter. I'm concerned it may not be attention-grabbing enough to stand out from other applicants applying for the [job title] role at [company]. Give me some suggestions on how to start my letter in a way that immediately captures attention and sets me apart from the competition. I've also included the job description for reference." [Press "Shift" + "Enter," then copy and paste your cover letter and the job description.]

Things to consider

- Make sure that the letter sounds like you and is accurate.
- Read the letter! Make sure it isn't copying information from the job description – this will happen.
- Keep the letter to one page. If it is too long, ask GAI to shorten it – give it a word count!
- Use GAI to review a letter you have already written. Be specific and ask what you want it to look out for.

Cover Letter Writing Resources

- [Free AI Cover Letter Generator: Powered By ChatGPT \(careered.ai\)](#)
- [Write Me A Cover Letter](#)

Interview Prep

ChatGPT Interview Prep Prompts

I am interviewing for the role of [insert role]. Give me a list of the most common questions asked in the interview for this role.

Generate a list of answers to the questions above, along with brief explanations for each answer.

Provide some tips for answering the question 'Tell me about yourself' during an interview.

How should I describe my past work experience in an interview for a [field] job?

What is the STAR method for answering interview questions and how can I apply it?

Can you help me prepare a 30-60-90 day plan for a [field] job interview?

Give me examples of how to demonstrate leadership experience in an interview for a [job level] role.

Ask me a list of the most common interview questions for the role of [X]. Provide correct answers when my response is incorrect.



Resource: <https://bit.ly/careerserviceschatgpt> (Career Services ChatGPT Prompts)

Using Generative AI (GAI) to Prep for an Interview

Pre Interview

- What are typical interview questions asked by employers for this position: [POSITION]
- What are typical interview questions asked by employers for this position: [POSITION] include questions about [SKILLS]
- Give me some sample responses to interview questions for [POSITION]
- You're the interviewer for this role: [job description]. Can you come up with 3-5 interview questions based on this job description?
- I'm interviewing for [job title] at [company/type of company], and this is part of the job description: [section of the job description in question]. What does this responsibility entail?/How do I showcase this skill in an interview?

During Interview

- What are good questions to ask while interviewing for the [POSITION] position?

Post Interview Questions

- I interviewed for [job title] at [company/type of company]. We talked about [describe what you talked about in the interview]. What should I write in my thank-you note to my interviewer who is [role of interviewer]?
- I interviewed for [job title] at [company/type of company], and I'm planning to send a thank-you note to [role of interviewer]. Here's what I've written: [thank-you note draft]. Do you have feedback on how I could write this better?

Things to consider

- This is a way to prepare, but AI is not completing the interview for you.
Make sure your responses are truthful and accurate to you.
- The information on the company is at least 2 years old!
Do your own research of the company prior to the interview.
- Practice, Practice, Practice!
 - Attend a Mock Interview or schedule a meeting with your Coordinator!

Storytelling for Interview

- 1. Introduction - Set the Scene
- 2. Establish a Relevant Challenge or Goal
- 3. Describe the Challenge
- 4. Emphasize Your Problem-Solving Approach
- 5. Detail Your Technical Skills
- 6. Narrate the Process
- 7. Show Adaptability and Learning
- 8. Highlight Collaborative Skills
- 9. Showcase Personal Growth
- 10. Relate to Internship Role
- 11. Future Aspirations
- 12. Practice and Refine

Interview Preparation Resources

1. ChatGPT, Microsoft Bing or any GAI
 2. <https://hubbedin.com/job-seeker-tools-landing/interview> Professional plan of \$19.50/month for various kits and job search parts. AI Interview questions and Interview kits are free for now. The system provides feedback after several questions are asked. The system has specific job for an interview as well as the AI requires a resume from a student. Interview answers are rated – 1 to 5 stars.
 3. <https://app.yoodli.ai/usecases/interview-preparation> - practice common interview questions with real AI feedback
Free tool, questions categories: general, product management, Marketing, Finance, Consulting, Software Engineering or your own questions.
 4. Interview Warmup <https://grow.google/certificates/interview-warmup/> - Get interview feedback, free tool, many opportunities to practice questions and redo the answers.
 5. [Pramp](#) - setup mock interviews, full membership is \$12/month
 6. Interview Buddy - setup mock interviews, interview tips are free, subscription is VERY expensive for all the packages
 7. [My Interview Practice](#) - practice realistic interviews (\$26, \$30 monthly fee for 3 months length)
 8. [Speeko — A.I. Speech Coach](#) - practice interview answers, 7 days free trial (\$15/monthly, \$60/annual)
 9. Applai - AI interview coach – Annual \$13/monthly, monthly fee - \$19 with no annual subscription
 10. InterviewJam™ - prep for interviews, 14 days free, then paid subscription
 11. interviewsby.ai – AI generates questions based on job description that you provide
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How to Use ChatGPT for LinkedIn



Networking the right way

- Crafting killer LinkedIn messages that dazzle recruiters and hiring managers
- Whipping up LinkedIn posts or comments
- Creating a LinkedIn profile that shines brighter than a supernova



A high-angle, dimly lit photograph of a workspace. In the foreground, a silver laptop is open, showing its keyboard and trackpad. To the left of the laptop is a black computer mouse. Behind the mouse is a clear glass filled with water and several thin, brown sticks, possibly cinnamon sticks, submerged in it. The entire setup is on a dark, reflective surface. The lighting is soft and focused, creating a moody atmosphere.

<https://keywordseverywhere.com/>

Prompts

LinkedIn cut, copy, paste prompts

Prompt 1

Compose a LinkedIn "About" blurb showcasing my expertise and skills, in less than x words using my resume(attach below) or provide a details you would like to include

Prompt 2

Based on my job experience, write an “About” section for my LinkedIn profile. It should be unique, highlight my experience, and be optimized to grab the attention of recruiters looking at my profile. Here is my job experience: [JOB EXPERIENCE]

Prompt 3

Create a template I can use for the summary section on my LinkedIn based on my resume. Make it no more than 6-8 sentences. Use the 'past, present, future' format when writing. Make it professional, but casual at the same time. Avoid using corporate jargon. Make the last sentence about my personal interests: [insert list of interests, hobbies, etc.]. Here's my resume.

Using AI with Career Connect



Using Generative AI (GAI) with Career Connect

Career Services events relevant to you

- Navigate to Events in Career Connect
- Copy the list of events shown
- In GAI, ask...
 - *Which of these events would be useful to attend for a [your major] major? [*paste list of events*]*

Get more details about a list of employers

- Navigate to Employers in Career Connect
- Narrow down results by searching (optional)
- Copy the list of employers shown
- In GAI, ask...
 - *Give me a short summary and the industry of each employer in this list [*paste list of employers*]*
- Follow-up prompt if desired...
 - *Which employers from this list would hire [your major]?*

Using AI for Job Matching



Using Generative AI for Job Matching

- AI can help match you with job listings that will be a good fit for both you and the employer, based on your skills, experience, and what you're looking for in a company or position.
- You'll complete questions on job preferences, and assessments that measure personality and work traits, values and motivation.
- AI then matches your profile with relevant job listings on the site and makes your profile available to those recruiters.

Job Matching AI Sites

- Discover Job Vacancies at Talentprise - Global Job Search
- Pyjama Jobs | Find a Remote Job With Kickresume
- Fortay - A Leading Culture Scaling & Analytics Platform

AI Ethics

- Take time to understand ethical considerations surrounding AI including biases, privacy concerns, and potential societal impacts
- Responsible Data Use
- Avoiding Plagiarism and Cheating:
- Explainability and Transparency
- Bias Mitigation
- Respecting Copyright and Licensing
- Human-Centered Approach
- Informed Consent and User Awareness
- Accessibility
- Avoiding Harmful Use
- Continuous Learning
- Peer Collaboration and Feedback
- Social Impact Considerations
- Sustainable AI Development <https://ai.google/responsibility/principles/>

Reference the sources generated by GAI

Example:

When given a follow-up prompt of “What is a more accurate representation?” the ChatGPT-generated text indicated that “different brain regions work together to support various cognitive processes” and “the functional specialization of different regions can change in response to experience and environmental factors” (OpenAI, 2023; see Appendix A for the full transcript).

Reference

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model].

<https://chat.openai.com/chat>

Understanding AI Ethics Examples

- [Ex-Google Officer Says AI Is a Bigger Emergency Than Climate Change \(businessinsider.com\)](#)
- <https://gizmodo.com/gpt4-open-ai-chatbot-task-rabbit-chatgpt-1850227471>
- [Deepfakes, explained | MIT Sloan](#)
- [Artificial intelligence and the law | TechCrunch](#)
- [Disinformation Researchers Raise Alarms About A.I. Chatbots - The New York Times \(nytimes.com\)](#)

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Snapchat users have been freaking out over the last couple of days, as some took to Twitter to report the chatbot randomly posting stories on their behalf, and not responding to messages.

Luckily, Snap's AI hasn't developed a mind of its own (yet). Snap confirmed the issue was a technical outage and claim to have addressed it quickly.

Released earlier this year, Snap's My AI has courted controversy since launch, with many users leaving one star reviews to protest the AI chatbot.

Final Thoughts

- Generative AI is a tool that can make your search easier and more efficient, and help you present yourself as the best candidate for the jobs you apply to
- It's up to you to use GAI properly and ethically
- Job searching is still difficult – use all the tools available to help you attain your career goals!
- Contact us for assistance with your job search – kwsoce@rit.edu.