

IMPROVING YOUR CAREER THROUGH AI PROMPTS

Generative AI tools like ChatGPT and Gemini can be super helpful in making your job or internship search easier and more efficient. But just like any tool, it's important to learn how to use them wisely, responsibly, and safely. Remember, AI can support your search, but it's not a replacement for personalized guidance. The Office of Experiential Learning is here to support you every step of the way on your career journey!

USING AI TOOLS SAFELY IN YOUR JOB SEARCH:

- Generative AI tools like ChatGPT can support your job and internship search by helping you brainstorm ideas and refine your writing—but they should never replace your own work. Always revise AI-generated content to match your voice and ensure accuracy, especially for application materials.
- To protect your privacy, avoid sharing personal or sensitive information such as your name, contact details, financial data, or government IDs. When uploading résumés, remove identifying details first.
- Adjust your ChatGPT settings by going to Settings > Data Controls and turning off “Improve the Model for Everyone” to prevent your content from being stored or used for training.
- Before using AI, check the company's policies about AI-generated materials. And remember, AI can sometimes provide outdated or false information—so double-check facts and always rely on official company websites for current job postings

EXPLORE CAREER OPTIONS:

- Analyze your skills, interests, and goals to suggest job titles that align with your profile, saving you time and offering ideas you may not have considered.
- Can highlight in-demand skills for specific roles and suggest ways to build them.
- Offers useful insights on industries, companies, and salary trends. (It's important to double-check this information especially since tools like ChatGPT are not always current.)
- Always refer to official company websites and trusted job boards for the most accurate and up-to-date postings.

Sample Prompt:

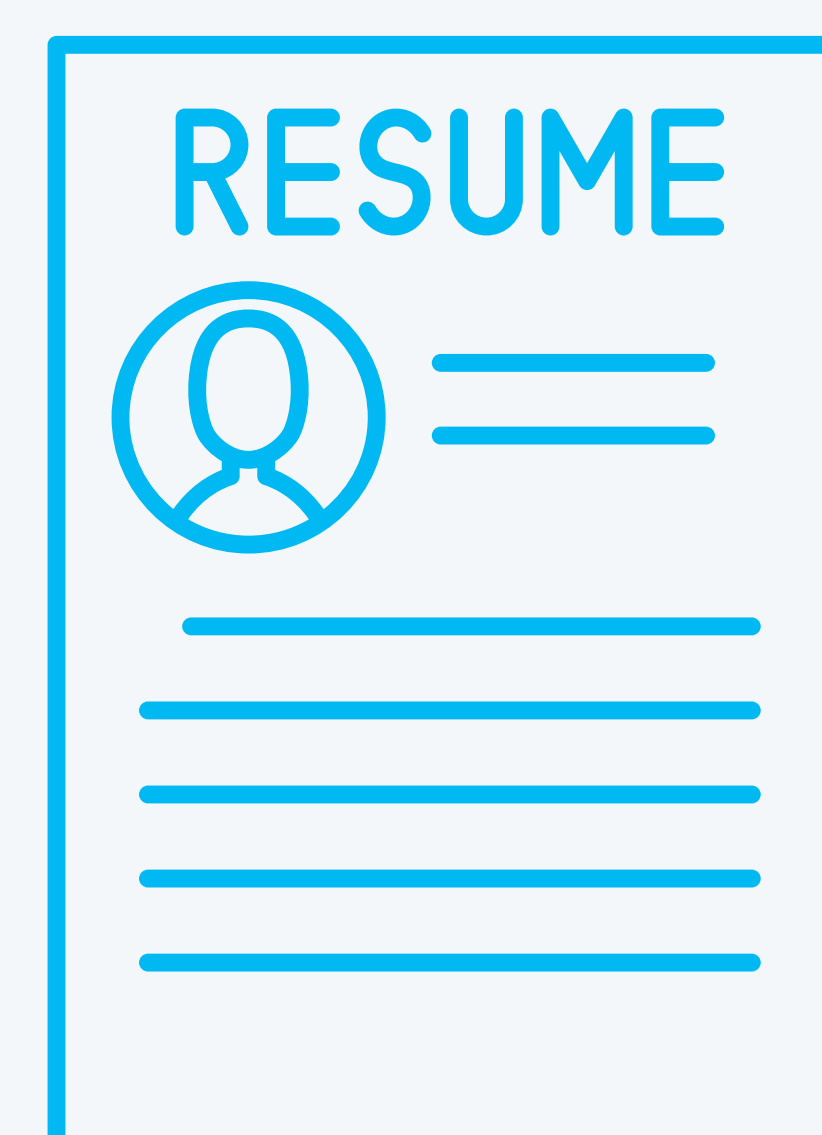
- I enjoy research and have an interest in gender and the environment. What are 10 jobs that combine these interests?

RÉSUMÉS:

- Customize your résumé by suggesting edits, improving grammar, and aligning your content with specific job descriptions. You can also ask for alternate versions if the first draft doesn't meet your needs.
- Reminder: Never upload personal or sensitive information, such as your name, contact details, or full résumé.

Sample Prompts:

- How can I improve my résumé for a software engineering role at a startup?
- What are the top 10 skills listed in this job description, and how can I highlight them in my résumé?



Leveraging the power of AI empowers students to explore career paths, build in-demand skills, and approach opportunities with greater creativity and confidence. It encourages lifelong learning and prepares students to adapt and thrive in an evolving, tech-driven job market.



COVER LETTERS:

- Avoid asking AI to write a full cover letter from your résumé and a job description, recruiters often receive nearly identical letters from multiple applicants, which can hurt your chances. AI-generated letters tend to be vague, impersonal, and may contain inaccurate or biased content.
- Instead, use AI to brainstorm ideas, improve structure, or polish a draft; but always revise in your own voice and based on your real experience.

Sample Prompts:

- Write 5 ways to express enthusiasm for this company and position, based on my résumé and values.
- Turn this experience into a cover letter paragraph using the STAR(Situation, Task, Action, Result)format: I used [skills] to do [tasks] at [company].

INTERVIEW PREP:

- Prep for interviews by generating practice questions, reviewing your answers, and offering feedback.
- Just remember: great interviews still rely on your real experiences and personality, AI is a tool, not a replacement for authenticity.
- Tools like LinkedIn's interview prep and ChatGPT can guide you with question ideas, answer strategies, and tips tailored to the role.

Sample Prompts:

- Based on this job description, give me 10 common interview questions.
- Help me write strong STAR method answers to those questions, no longer than 3 minutes each.



NETWORKING:

- Helps you write professional messages for networking, craft follow-ups, and improve your LinkedIn profile to attract recruiters. It's a great tool for polishing your online presence and making strong first impressions.

Sample Prompts:

- Create a LinkedIn connection message for an alum in my field, highlighting shared interests and requesting a brief conversation (max 300 characters).
- Write a 30-second elevator pitch I can use when meeting employers at a career fair.



AI TOOLS:

- **ChatGPT** helps students enhance their résumés, cover letters, and LinkedIn profiles, while also offering personalized career advice and interview preparation support.
- **Perplexity.ai** delivers AI-powered career research, helping students explore industry trends, job market demands, and company insights.
- **Interviewing.io** offers anonymous, realistic mock interviews with industry professionals, allowing students to sharpen their skills and receive actionable feedback.
- **Interviewsby.ai** enables students to practice answering interview questions using AI, with instant feedback and improvement suggestions.
- **Gemini (gemini.google.com)** provides tailored career guidance, including internship suggestions, interview preparation, and résumé refinement.

