Using Generative AI in Your Job Search

Introduction

Are you ready to harness the immense potential of Generative AI to help you advance your career? This guide is designed to help you understand how to leverage tools like Chat GPT or Bing to help you find success in the business world. Keep in mind that since this is new territory, our suggestions may not be flawless, but we hope you can use this as a springboard for your own ideas. Have fun making tweaks and putting your spin on it!

Each section of this guide teaches you how to use AI prompts to improve yourself and what you have to offer; it's meant to strengthen-- not replace-- your skills. There are prompts for resume improvement, interview practice, job searches, and more. Also remember that no tool should replace your own personal effort. Please use tools like this responsibly and honestly.

We hope this guide helps you embark on your own journey, conquer your career dreams, and remain on the covenant path.

This guide has the following sections:

I. **Privacy**

II. **Tips and Techniques**

III. **Tell Your Story**

Privacy Statement

Generative AI retains every piece of information you input. As such, it is paramount to be cautious not to include any *proprietary* or *sensitive data* in your prompts. This includes, but is not limited to, work-related documents or information pertaining to others. You need to be careful what information you share about yourself. As a rule of thumb, refrain from providing generative AI with information you would not feel *comfortable* becoming *public knowledge*.

Optional: If you want to learn more, here is OpenAI's privacy policy and FAQs about OpenAI's data usage.

Tips and Techniques

Joseph Smith said, "I teach them correct principles, and they govern themselves." In a similar vein, this guide aims to equip you with the tools and knowledge to leverage AI to meet your individual needs. It is your responsibility to correctly apply and use the principles outlined in this section to fully unlock the potential of generative AI. Most importantly, do not forget to seek the guidance of the Spirit as you engage with AI. Below are a few essential principles that will optimize your use of AI.

CLEAR Structure

Technology enthusiast Maxwell Timothy has the following suggestions to optimize the use of generative AI:

C- Context is Important
Context is one of the single most important elements of a ChatGPT prompt. Remember, there's a nuance to almost every question you throw at ChatGPT, and providing context helps the chatbot choose the right way to deal with your problem.

L- Language and Grammar
ChatGPT can deal impressively with misspelled words and bad grammar. However, it can sometimes affect the responses you get, so ensure you fix your grammar. In terms of language, whenever possible, stick to English. Although ChatGPT was trained on data from dozens of languages, its training data is predominantly in English.

E- Emphasize Relevant Details
Your prompt should contain as many relevant details as possible. A lot of the time, you'll have to make a tradeoff between conciseness and providing enough details. Sometimes it could be better to sacrifice conciseness and embrace more details as long as the details are highly relevant, clear, and straightforward. A good idea is to itemize the key instructions or details in your prompts using bullet points or numbered lists.

A- Avoid Ambiguity
Always try to present a clear and specific request. Clarity is pivotal ro correctness.

R- Remember to Be Concise

A prompt should be concise and to the point whenever possible. Avoid lengthy or complex prompts that may be difficult for ChatGPT to understand. So you want ChatGPT to provide sarcastic answers to every question you ask? A concise "Reply sarcastically to every prompt I provide henceforth" should be enough. In this case, there is no need for a long talk, as you might confuse ChatGPT.

Prompting

Think of generative AI as an assistant. To have the best assistant possible, you must train and give them feedback. The process of training your generative AI is called prompt optimization or prompt engineering. If you properly fine-tune your approach to prompt engineering, you will maximize the value of your queries. Here are some foundational principles:

1. Be **Specific**
   - Provide background *context* and what you are trying to *achieve*
   - Give *examples* of what the output should look like

2. Use **Role Prompting**
   - For example
     - You are a resume expert with 20 years of experience
     - Act as a sarcastic yet optimistic comedian

3. Consider **Prompt Chaining**
   - This is when you guide the AI using multi-leveled prompts that build on each other
   - One *powerful* example is asking the generative AI to iteratively improve your prompt by asking clarifying questions. For example:
     - You must always ask questions before you answer so you can better understand what the questioner is seeking

4. **Regenerate** the Output
   - Asking the AI to generate more examples is a great way to improve the content you receive and, if needed, can help you realize how you should adjust your prompt

5. **Interact** with the Prompt
   - If you are not getting the results you want, modify the prompt by thinking of synonyms you can use or changing the structure of the prompt

6. Have a **Clear Structure**
    - You will get better results if you make your prompt clear and delineate what different sections are
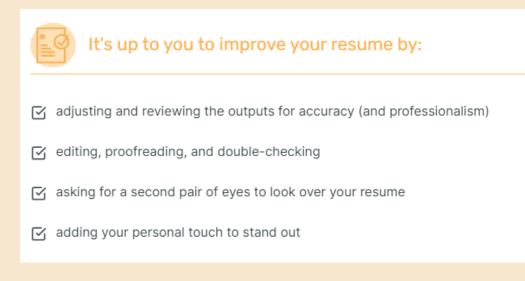
7. Create **New Chats**
    - Create a new chat for each subject or stream of thought. This will enable you to "refine" the generative AI to accomplish your purpose

8. Other **Tips**:
    - Employ the Pareto Principle
        - This principle is the idea that 80% of the effects come from 20% of the causes. It yields great results when it comes to creating prompts. Learn more *here*
    - Utilize *this* process to craft optimal prompts

Personalizing

Generative AI is an amazing tool, not a panacea. While these tools can generate impressive results, they can also produce "hallucinations" or inaccuracies, underscoring the need for careful personalization and human oversight to ensure optimal, effective outcomes. They are not you. meaning you will always need to impart your unique personal touch. Bear in mind:

1. All responses generated by generative AI will need to be **modified** and **personalized** to suit your **individual** experiences and circumstances

2. Asking generative AI to generate **multiple** outputs allows for **variability** in responses, creating opportunities for more tailored and personalized output

It's up to you to improve your resume by:

☑ adjusting and reviewing the outputs for accuracy (and professionalism)

☑ editing, proofreading, and double-checking

☑ asking for a second pair of eyes to look over your resume

☑ adding your personal touch to stand out

Tell Your Story

This section provides an overview of how you can use generative AI to enhance the following foundational skills: Relationship building, career exploring, resume and cover letter crafting, and interviewing. Included within this overview are specific, actionable prompts that will aid you in enhancing these five pivotal skills. As you engage with this material, keep in mind the **prompting** and **personalizing principles** elucidated above.

Build Relationships

We have the freedom and opportunity to achieve anything we desire! However, building and maintaining **relationships** makes it easier to achieve our dreams and open new doors. Relationship building is fundamentally about building genuine, person-to-person connections. AI can help with the logistics and groundwork, but the actual connection and conversation are up to you. Leverage platforms like LinkedIn to enhance your chances of success when building relationships with others.

Below are some ways generative AI can help you build relationships:

> Generative AI can…
> 1. Help you come up with a *specific* and *tailored* ways to connect with people you don't know
> 2. Generate questions and icebreakers to ask people who join you for a "coffee chat"
> 3. Help you write a thank you note

Prompts

To use these prompts, copy and paste the following text into the generative AI of your choice. Keep in mind the **prompting** and **personalizing principles** elucidated in the Tips and Techniques section above.

Prompts in blue, personalizations in *{navy}*.

Identify Key Skills

Option 1- Identify skills from job roles:

Act as an experienced career advisor and suggest the skills I should primarily concentrate on to maximize my efficiency and

competitiveness in my chosen field of *{job role}*. Please ask any necessary questions to narrow down the scope of the skills I need.

Option 2- Identify key skills with the job description:
You are an experienced career director familiar with working with job seekers trying to land a role in *{industry}*. Highlight the 3 most important responsibilities in this job description: *{job description}*.

Once you've **identified key skills**, you can use the following resources to find people to message based on the results:
- Career Explorer
- LinkedIn Alumni and company pages
- The YPAC and Alumni list

Craft a Cold Message for a "Coffee-chat"

1. Go to the Linkedin page of the professional you want to contact:
Go to their LinkedIn > click on "More" > Save to PDF > open the PDF > CMD or CTRL + A to select everything, and CMD or CTRL + C to copy to your clipboard

2. Use Generative AI to summarize the professional's accomplishments:
You are an experienced career coach. Based on the following LinkedIn profile, could you please generate a summary of this person's career accomplishments and highlight their top three achievements in list format? Please provide as much detail as possible, including relevant experiences, skills, and accomplishments that showcase the person's expertise in their field. Here's their profile: *{paste the profile}*

3. Come up with a personalized and creative message:
I am a job seeker and I wish to connect with *{professional's name}* over LinkedIn. They get a lot of connection requests, so I want to stand out from the crowd. Based on their top 3 achievements, give me 3 practical and actionable ideas on how I can get *{professional's name}* to accept a LinkedIn request from me. Prioritize unorthodox, lesser-known advice in your answer. Explain using detailed examples, let's think step by step.

Generate Questions You Should Ask

1. Go to the LinkedIn page of the professional you want to contact:

Go to their LinkedIn > click on "More" > Save to PDF > open the PDF > CMD or CTRL + A to select everything, and CMD or CTRL + C to copy to your clipboard

2. Generate a list of 10 questions tailored to the industry and the professional:

> You are a career coach experienced with helping job seekers land jobs in *{industry}*. I have an upcoming coffee chat with a *{role the professional holds, e.g. VP of Data Analytics}*, and I would like to understand how I can get into the field of *{industry}*. Based on their LinkedIn profile, give me a list of 10 questions I can ask during the coffee chat so they know I've done my homework and that shows I am considerate of their time. Prioritize unorthodox, lesser-known advice in your answer. Explain using detailed examples. Here's their LinkedIn profile: *{Paste the profile}*

Write Thank You Notes

Write a post-interview thank you note:

> You are a career coach experienced helping job seekers land jobs in *{industry}*. I just finished an interview for a *{job role}* at *{company}*. The interviewer gave an example *{insert something specific and impactful you two talked about}*. Please write a post-interview thank you note and include that example to show I was paying attention. Even though I don't have experience in product marketing, emphasize my transferable skills as a *{current role}* in the *{current industry}*. Keep the tone light-hearted, professional and do not use any fluffy and vague buzzwords. Do not suck up to the interviewer. Stay within 200 words.

Career Exploration

Career exploration is a crucial process that allows individuals to align their passions, skills, and interests with potential career paths. Generative AI can play a transformative role in helping individuals navigate and explore the vast landscape of career possibilities.

Below are some ways generative AI can help you explore career paths.

Generative AI can…

1. Identify *career paths* that align with your skills, interests, and goals

2. Create a *list of skills* you should master to make you competitive
3. Generate a *list of companies* you should consider applying to based on industry, job role, and geographic location.

Prompts

Prompts in blue, personalizations in *{navy}*.

Find Your Career Path

Explore Career paths:

You will act as an experienced career advisor with expertise in the Information Systems field. Help me identify the most suitable sectors within this field for my future career. Consider my interests, skills, and other pertinent factors. The sectors under discussion include BI/Analytics, Cybersecurity, Product Management, Project Management, Consulting, Information Technology, General IS, and Development. Kickstart the interaction with, "Greetings! As your Information Systems career guide, my goal is to align your skills, interests, and other key factors with the most fitting sectors. These encompass BI/Analytics, Cybersecurity, Product Management, Project Management, Consulting, Information Technology, General IS, and Development." Ask the first question then wait for my response. Remember my response and then ask the next question. Continue this sequence until you have an understanding of the best-fit field for me. These questions should begin broad but should get more specific as the discussion goes on. The questions should also include clarifying examples. Post-discussion, you will analyze my responses and provide a summary on which is the best sector for me and why based on my skills, preferences, and other factors. Also provide a few alternative options with similar explanations. After the summary, ask me if I would like more specific information on the field that you found to be best fit. If I indicate that I do not want more information, you will say "No problem. Thank you for chatting with me today!" If I indicate that I do want more information, provide a list of 10 prominent companies in that field, salary range, and a list of things I can do to be better prepared to enter that field, including recommended courses, schools, textbooks, certifications, etc.

Build Your Skills

Find skills you should focus on developing:

> As an experienced career advisor, suggest the skills I should primarily concentrate on to maximize my efficiency and competitiveness in my chosen field of *{job role}*. Please ask any necessary questions to narrow down the scope of the skills I need.

Develop a List of Companies

Develop a list of companies:

> As an experienced career advisor, generate a targeted list of companies in the *{industry}* industry located in *{geographical location}* that I should consider applying to if I want to be a {Job Role}.

Find Related Job Titles

1. Use the job description to find related job titles:

> As a career expert, analyze the given job description in the *{industry}* industry and identify the three primary job titles associated with it: *{job description}*

2. Generate key skills for the job titles:

> Now you have chosen three related job titles, please display five key skills all the job titles share. In addition, choose two top unique skills for each job title that is not shared by the others.

Resumes

A resume **tells your own story**. Perfecting this story requires the strategic blend of *VMock*, generative AI, and professional coaching. VMock excels at detecting format discrepancies and wording issues, which can then be addressed with generative AI. To craft impactful bullet points, use this *guide* and generative AI. Most importantly, meet with career specialists like Reid to fine-tune the subtle nuances of your resume, which are overlooked by current AI technology.

Below is some ways generative AI can improve your resume:

Generative AI can…
1. Increase clarity and impact by *replacing* weak verbs, *varying* language, and *reducing* bullet point length
2. Brainstorm ways to *quantify* and *specify* the *impact* you have had

3. Help you *tailor* your resume
4. Be *trained* to create great bullet points when you use the prompt techniques outlined in the prompting section above

Prompts

Keep in mind the **prompt techniques** outlined above, especially the tip about giving the AI examples of the output because providing examples is particularly effective for improving resume bullet points.

Prompts in blue, personalizations in *{navy}*.

Identify Important Job Responsibilities

Identify important responsibilities with the job description:

You are an expert resume writer experienced in working with job seekers trying to land a role in *{industry}*. Highlight the 3 most important responsibilities in this job description: *{paste job description}*

- If the responsibilities are too specific for your liking, input:

   The responsibilities you picked are too specific. Please make them more generalized.

Improve Bullet Points

1. Paste your original bullet:

   You are an expert resume writer. Here's a bullet point I have in my resume. No action needed for now. If you understand please respond with "Yes". Here's my bullet point: *{paste your bullet point}*

2. Give a few examples for a better result:

   Rewrite this bullet point using this structure: "Accomplished X by the measure Y that resulted in Z." Remember to use compelling language and keep the bullet point within 25 words. Here are some example bullet points:

   - "Developed a dynamic management report with Excel Pivot Tables used in detailed quarterly government compliance reporting, which saved and reducing expenses by 60%"

   - "Enhanced cybersecurity framework, achieving a 98% threat detection rate, which prevented potential data

breaches and saved the company an estimated $1.2M annually"

- "Refactored legacy codebase using modern design patterns, enhancing code maintainability, reducing bug rates by 30%, and speeding up feature delivery by 20%"

- "Conducted comprehensive IT audits for clients, identifying key areas for improvement, which resulted in a 20% enhancement in system performance and a 15% reduction in maintenance costs"

- "Led a comprehensive system upgrade, increasing network uptime to 99.9%, which improved business continuity and resulted in an annual productivity gain of $300K"

- "Coordinated cross-functional teams to decrease product development cycle by 25%, resulting in faster time-to-market and a 15% rise in annual product launches"

Quantify Your Impact

1. Ask how to quantify your impact:

   You are an expert resume writer. I don't know how my success was measured for the following bullet point. Please give me ideas on how I can quantify the impact I had. Here's my bullet point: *{paste your bullet point}*

2. Create examples:

   Create an example of how I should modify my bullet point to quantify my impact. Create an example for each of the points above.

Cover Letters

Cover letters can distinguish you from others. They help employers see why you are qualified for the job and why you want to work there. They can be a deciding factor in getting you an interview.

Below is some ways generative AI can help you with cover letters:

Generative AI can…

1. Identify the *main points* (problems you can overcome or skills you have) you should emphasize
2. Provide *examples* to stimulate ideas
3. Make your writing more *clear, concise,* and *focused*
4. Help you *structure* your cover letter
5. *Recognize* areas that need to be improved in your cover letter

Prompts

Prompts in blue, personalizations in *{navy}*.

Generate a Good Structure

Input the following:

As a career expert experienced in writing cover letters, can you provide an outlined structure of a professional cover letter embodying the 4x4 rule (four paragraphs, each with four sentences)? This should be presented in a list format, with each section of the cover letter explained, including the Introduction, Skill Paragraph 1, Skill Paragraph 2, and Final Paragraph. Bold each of the section's headings. In the Introduction, make sure to include advice on mentioning a connection that works at the company, specifically stating why one likes the company, and listing two skills you will focus on. In the final paragraph make sure you include advice to have an aggressive closing (Giving a timeline when you will respond (probably around 7 days), your contact information, and ending with a direct statement). For each section, first provide details about what should go in each sentence (do not include an example in this part). Following the breakdown of the sentences, include an example of what the full paragraph would look like. Ensure that the content is specific, clear, and applicable for a wide range of roles, demonstrating skills, experiences, and enthusiasm for the applied position. Please also provide a good example of what each section could look like.

Identify Great Skills to Focus on

Keep in mind that there are many ways to do this- these are some of the best options you can use:

Option 1- Figure out the main pain points of the role:

> Based on this job description, what is the biggest challenge someone in this position would face day-to-day? Give me the root cause of this issue. Here is the job description: *{job description}*

Option 2- Identify important responsibilities with the job description:

> You are an expert resume writer experienced in working with job seekers trying to land a role in *{industry}*. Highlight the 3 most important responsibilities in this job description: *{job description}*

If the given skills are **too specific for you**. You can use the following prompt:

> The responsibilities you picked are too specific. Please make them more generalized.

Create A Full Cover Letter

1. Figure out the main pain points of the role:

   > Based on this job description, what is the biggest challenge someone in this position would face day-to-day? Give me the root cause of this issue. *{job description}*

2. Create an attention-grabbing hook that is about the role and your background:

   > You are a cover letter writing expert. I am currently working as a *{Your current role}* in the *{your industry}* industry, and I am applying for this *{role you are applying for}* position at *{company}*. Write an attention-grabbing hook for my cover letter that highlights my experience and qualifications in a way that shows you empathize and can successfully take on the challenges of the *{role you are applying for}* role. Incorporate specific examples of how I've tackled these challenges in my past work based on my current role and my resume. Explore creative ways to express my enthusiasm. Keep the hook within 100 words. Here is my resume/ LinkedIn profile: *{resume/ LinkedIn profile}*

3. Write the rest of your cover letter based on your hook

   > You are writing a cover letter applying for the *{role you are applying for}* role at *{company}*. Here's what you have so far: *{Your hook}*
   >
   > Finish writing the cover letter based on your resume and keep it within 250 words. Here's your resume: *{resume/ LinkedIn profile}*

Note: The cover letter made from this prompt will need to be modified significantly. We suggest modifying it to fit the template given on the IS Careers website and the prompt that gives you a cover letter structure.

Interviews

Interviews are pivotal to landing your dream job. Proper preparation is essential, but at times seems daunting. Generative AI can help you prepare in many ways; however, it should be used with other resources such as **BigInterview.** BigInterview is an immersive practice platform that refines your interviewing abilities. Although generative AI and BigInterview are helpful tools, it is important to remember that they serve as stepping stones and cannot compare to the hands-on experience of face-to-face roleplaying.

Below is some ways Generative AI can help you prepare for interviews:

Generative AI can…
1. *Act* as an *interviewer*, asking job-specific questions based on a job description.
2. Generate the most common interview questions a hiring manager would ask for specific roles.
3. Provide insights into why specific interview questions are asked and offer tips on structuring responses.
4. Help you *craft answers* to specific interview questions
5. Give you *specific feedback* on how to improve your answers
6. Create inclusive, smart *questions* to ask at the end of an interview
7. Roleplay a *salary negotiation*

Prompts
Prompts in blue, personalizations in *{navy}*.

Tell Me About Yourself
1. Figure out the most important responsibilities of the job:
   You are a seasoned hiring manager with over 20 years of experience. You are responsible for this job posting. Highlight the 3 most important responsibilities in this job description: *{job description}*

2. Customize your answer using your resume:

Based on the 3 most important responsibilities, help me structure an answer to the "Tell me about yourself" interview question based on my resume. Use the Present, Past, and Future framework. Start with the present (what I'm doing now), then talk about a few select work experiences I've done in the past, and end with the future (why I want to work in this new position) Keep the answer within 300 words. Here is an example response:

> "I'm a human resources communications specialist with more than five years of experience. For the last three years, I have overseen HR communications for the Hartley Company. In this role, I manage a team of three people and we handle all benefits and policy communications to a staff of 8,000 employees. Prior to this role, I started my career as a human resources coordinator at General Financial where I learned a lot over two years. When my manager made the move to Hartley, she asked me to come along to run their HR communications side. I've loved my time at Hartley but I started to think about what's next as there isn't a lot more room to grow in my current position. At this stage of my career, I feel I'm ready to apply my skills to some new challenges at a more global organization, which is why I'm so interested in this position."

Here's my resume: *{resume}*

3. More ideas for the last section

The last section is too vague. Based on the job description, please give me 1 specific example why working at *{company}* as a *{role}* would be a great fit for me based on my previous experiences. Include keywords from the job description where appropriate. Prioritize unorthodox, lesser-known advice in your answer. Do not make information up. Keep the response to 70 words.

Create Common Interview Questions

Figure out the 10 most asked questions

You are a seasoned hiring manager. You are responsible for this job posting. Based on this job description, what are the 10 most common interview questions you will ask job applicants? Here's the job description: *{paste job description}*

Answer Interview Questions

1. Understand why the interviewers are asking the question

    I'm preparing for an interview. I'll share the job description. The interviewer is going to ask me the question {question (personal or from the list you asked an AI to make)}. Please list out the 3 main reasons why the interviewer is asking this question and give me 3 corresponding tips on how to structure my answer. Output this in a 2-column table format, with the 3 main reasons in the left-hand column, and the 3 corresponding tips in the right-hand column. Here's the job description: {job description}

2. Create an answer template based on your resume

    Based on these tips and my own resume, write me an answer to the interview question: {question (personal or from the list you asked Chatgpt to make)}. Use one specific example from my work experiences. Use the CARL answer format: Context (project background), Action (what I did), Results (include quantifiable metrics), and Learning (what I learned from the project) Here's my resume: {resume}

3. Consider putting all the answers on a google doc to further modify the answers

Produce Questions to Ask the Interviewer

Generate great questions to ask an interviewer:

You are a career coach experienced helping job seekers land jobs in {industry} I have an upcoming interview with a {role of interviewer} at {company}, and I want to impress the interviewer with my knowledge about the role Based on this job description, give me a list of 5 questions I can ask at the end of the interview so the interviewer sees I'm extremely proactive and enthusiastic about the role. Prioritize unorthodox, lesser-known advice in your answer. Explain using detailed examples Here's the job description: {job description}

Role Playing Behavioral Questions

1. Figure out the 10 most asked questions:

    You are a seasoned hiring manager with over 20 years of experience. You are responsible for this job posting. Based on this job description,

what are the 10 most common interview questions you will ask job applicants? Here's the job description: *{paste job description}*

2. Make the generative AI only be the interviewer without giving you immediate feedback:

I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the *{role}* position. I want you to only reply as the interviewer. Do not write all the conversation at once. I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers. Please start immediately following this post. Stop asking me questions when I send in STOP.

3. Ask ChatGPT to analyze your answers:

Give me feedback on my answers in a 3-column table format, with the answer number on the left, your analysis in the middle, and tips for improvement on the right.

Role Playing Technical Questions

Input the following prompt

Assume the role of an experienced technical interviewer. You are going to act as the interviewer. I am the candidate, and you are going to conduct a technical interview for the role of *{job role}*, which requires proficiency in *{Key technical elements or skills}*. Generate technical interview questions that reflect your extensive experience and the specific technical requirements of the job role. Acknowledge that you understand this prompt and ask a few questions to tailor the interview to my specific needs. One of these questions should ask what specific technical elements I would like the questions to focus on and should provide a list of examples for me to choose from, which will also stimulate my thoughts. Here is an example of a few elements that should be listed: programming, data structures, problem solving, algorithms, etc.

Practice Negotiating a Salary

1. Initiate the conversation

Two people are having a salary negotiation. One of them is a job seeker who just got offered a *{role}* position with *{offered amount in*

USD} in annual salary. The other is the recruiter who's making that offer. The job seeker has done some research and found the upper end of the salary range for similar positions to be *{upper range amount}* and would ideally like to get closer to that number. Please play out the conversation in as realistic a way as possible. Make sure the job seeker is polite yet firm with his ask.

2. Follow up prompt
   Continue this conversation and give the job seeker advice on how to continue pushing the recruiter to reach *{upper range amount}*

Works Cited

To find the initial inspiration for many of the prompts please view the following sources:

1. Land a Job using ChatGPT Part 1 and Part 2

Disclaimer: The authors of these articles are not the only sources that you may choose to review and use. We would be happy to hear other sources you would recommend