Using Generative AI in Your Job Search

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
1. *Recognize* areas that need to be improved in your cover letter

Prompts

To use this guide, copy and paste the following prompts into the generative AI of your choice. Keep in mind the **prompting** and **personalizing principles** elucidated in the Tips and Techniques section of the generative AI guide to receive the best results.

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.*