



Using Generative AI in Your Job Search

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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 [Tips and Techniques](#) section of the generative AI guide to receive the best results.

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.