Using Generative AI in Your Job Search

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