

ARTIFICIAL INTELLIGENCE PROMPTS TO IMPROVE YOUR CAREER

BEFORE YOU START

- **CONFIGURE** your settings so that ChatGPT does not save your chat history or use it to train its model: Settings tab > data control > Turn off "Improve the Model for Everyone."
- **PRESERVE YOUR PRIVACY** by removing personal details from your résumé such as name, phone number, email, address
- **AI TOOLS DO NOT** provide the expertise or holistic, individualized approach that career counseling does. We encourage you to use our drop-in advising and appointments to get well-rounded recommendations and support.
- **EXERCISE CAUTION** when sharing personally identifiable information with chatbots/AI.
- **BE SURE** to carefully review the content it provides and check for accuracy, bias, and authenticity.
- Organizations have different perspectives on the use of AI in your application process. Some may utilize tools to determine if content was AI generated. If possible, determine a company's position before incorporating AI into your strategy.

RÉSUMÉ

- Using the verb, action, result format, rewrite my bullet points <upload your résumé with NO contact information> to better address this job description and bold your changes <insert job description>.
- Analyze this job description and list most important nouns, verbs and adjectives for me to include in my résumé: <insert job description>.
- You are a hiring manager for <insert company>. Review the following résumé and give me 5 specific changes to make based on the following job description:<insert your résumé> <insert job description>.



COVER LETTER

- Write a cover letter for the role of <Title> at <Organization>, emphasizing my experience in <Specific Field/Technology>. Mention how my contributions at <Previous organization> align with the job requirements: <insert job description>.
- What are key words from this job description that I should add in my cover letter <upload cover letter> <insert job description>.

INTERVIEW PREPARATION

- Provide me a list of <number> interview questions based on the job description. <insert job description/link>
- You are an expert HR professional and recruiter. Ask me ten interview questions, one at a time and increasing in level of difficulty, to determine if my skills and experience align with a <"X" position> based on the following job description: <insert job description>.
- * After any or all responses, you can follow up with: How could I have improved my last answer?



LINKEDIN PROFILE

- Write a brief LinkedIn summary for a <major> student with the following skills and experiences: <insert skills and experiences>.
- Create a LinkedIn headline highlighting my expertise in <key skill or area> and my passion for <personal or professional interest>. Make it compelling and concise to attract potential employers and connections.
- What kind of posts should I share on LinkedIn to build my professional network?
- Create a message to connect with a professional at <Organization> on LinkedIn, discussing my interest in the <Title> position and how my background in <Specific Field/Technology> makes me a strong candidate.

CAREER INVESTIGATION

- What is a typical career path for a [role/job title]?
- What are the current trends in the [industry/field] job market?
- What skills are most in-demand for [job title]?
- What are some entry-level positions for a ["X" major or in the "X" field/industry]?
- Based on experiences in my résumé, what are 5 career fields I may want to explore <insert résumé>?



AI RESOURCES

- **ChatGPT** helps students improve their résumé, cover letters, and LinkedIn profiles while offering tailored career advice and interview practice.
- **Perplexity.io** provides in-depth, AI-driven career research insights, helping students understand industry trends, job market demands, and company cultures.
- **Interviewing.io** offers students realistic, anonymous mock interviews with industry professionals to hone their skills and receive constructive feedback
- **Interviewsby.ai** enables students to practice interview questions and scenarios with AI, providing instant feedback and tips for improvement.
- **Gemini.google.com** can provide personalized career guidance, from suggesting relevant internship opportunities to offering interview prep tips and résumé feedback.

YouTube Video:
Master the Perfect ChatGPT
Prompt Formula

<https://shorturl.at/6MVUX>

SCAN ME

