

GenAI, Chat GPT

TIPS FOR YOUR JOB SEARCH



USAGE STATEMENT

The Rady Career Management Center recognizes the value of generative AI, such as ChatGPT, as a supplementary tool for students' career journeys and encourages students to explore ways it may be useful. While generative AI has potential, it cannot replace personalized guidance, real-world insights, and holistic career planning, making career center engagement crucial for comprehensive and tailored career development.

GENERAL TIPS

AUTHENTICITY

Recruiters can easily spot when a resume or cover letter is created by generative AI (GenAI). Your application and communication style should reflect your authentic voice.

PROVIDE CONTEXT

Provide your GenAI tool with context and details related to the information you're looking for; be specific about what you want it to do.

MAKE IT A CONVERSATION

Be sure to ask follow-up questions if you aren't satisfied with your initial response. Communication with GenAI should be treated as a conversation.

DATED DATA

If you're using ChatGPT, remember it only has access to data from 2021 and earlier. When using it for research, note that the information can be outdated.

UC San Diego

RADY SCHOOL OF MANAGEMENT
Career Management Center

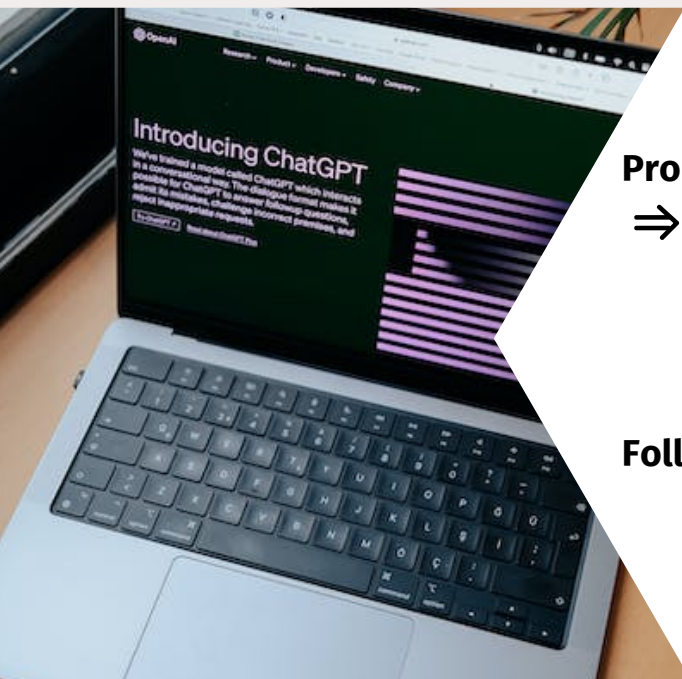


As you navigate through each phase of the [Career Management process](#), we encourage you to use the sample prompts provided below with your preferred GenAI tool to assist you.

IDEATION & PLANNING

Prompt Examples

- ⇒ List 5 specific actions and 5 specific goals I should complete, unique to my background and experience, during [degree program] to be a competitive candidate for [1-2 job functions] in [1-2 industries]: [Copy and paste resume]
- ⇒ Act as a recruiter with 20 years of experience who specializes in [1-2 industries] and [1-2 job functions]. Analyze my resume and identify 10 roles I would qualify for each industry: [Copy and paste resume]



DISCOVERY PHASE

Prompt Example

- ⇒ Consider the information in my resume, list 5 job functions that align with emerging trends and have the potential for growth in the next five years: [copy and paste resume]

Follow-Up Prompt

- What are the top 5 skills I would need to be a competitive candidate for each of the 5 job functions?

MARKET TESTING

Prompt Examples

- ⇒ Generate a 300-character LinkedIn connection request message highlighting what's in common with the recipient's experience to my own experience. [copy and paste connection's experience section, excluding their name and label as "Recipient's Experience," then copy and paste your own experience with the label "My Experience"].
- ⇒ What are good questions to ask in an informational interview for a [job title] position at [company name]?



PRODUCT DESIGN

For resume building and design, use [VMock's SMART Editor and resume optimizer](#).

Prompt Examples

- ⇒ Review my cover letter for any grammatical errors [*paste cover letter*]
- ⇒ Does my cover letter highlight the important skills this company is looking for in their job description [*paste cover letter and job description*]

LAUNCH

Prompt Examples

- ⇒ Generate 10 behavioral interview questions based on this job description: [*Copy and paste job description*]
- ⇒ I am interviewing for a [*role*] at [*company*], what are ten questions that I can ask the interviewer about company culture? (or other topics: growth opportunities, department challenges)
- ⇒ Design a thank you message for interviewing for a [*role*] with [*company*]. Include that we discussed [*specific topic*] in the interview and include a follow up question (or comment) on that specific topic related to our interview.



RESOURCES

- Read more about [OpenAI's usage policy here](#)
- There are several GenAI tools, each with their own benefits. Explore a few here:
 - [ChatGPT](#) - free and accessible via desktop and in the app store
 - [OpenAI Playground](#) - includes more tools for data and creative projects
 - [Perplexity AI](#) - free and includes related sites with more recent data
- Watch the [Beyond B-School Recording](#) of using AI tools in the job search