Using AI for Your Career Development & Job Search

Overview

Using AI tools as part of your career development or job search processes can help you be more efficient and effective. However, it is important to keep in mind that while AI can assist you with the foundational work of your resume, cover letter, and interview answers, **it is ultimately up to you to own your communication**. It is crucial to take the necessary steps to refine and tailor your materials to accurately showcase your skills and qualifications in a way that resonates with your target employer. Relying solely on AI-generated content is not advisable, **as recruiters can easily spot generic language that lacks authenticity**.

At Mohr Career Services, we recognize the value of AI tools in the job search and career development process, but we also believe in the power of human intelligence. We can help you set up a strategy that works for you and integrates the immense brainstorming abilities of AI as part of your own efforts. By doing so, you can **leverage the benefits of AI to accelerate your job search**, while also **ensuring that your materials accurately represent** your unique skills and qualifications, setting you apart from the competition. *Add sentence and date about ever-changing nature of these tools/this landscape.*

AI Tools You Might Consider Using

- Big Interview*
- VMock*
- Job Scan
- Wonsulting Resume AI
- Rezi AI
- Open AI's ChatGPT

* You have free access to these as a Lundquist student

Using AI for Career Research and Preparation

In addition to assisting with the creation of application materials, AI can also be used to explore career paths and research industries and job functions. **AI models are still in their early stages of development and the content they provide may not always be accurate.** Therefore, it is crucial to approach AI-generated content with a critical eye and assume that every statement involving facts and data could be a well-spun lie. Responses from AI tools are only as good as the prompts you provide it. To get the most out of the tool, use specific prompts and ask it to revise its answers.

Career Exploration

Prompts	Examples
What skills are required for a _____ on a day-to-day basis?	What skills are required for a human resources assistant on a day-to-day basis?
Which (industry) companies have the best track record for _____?	Which finance companies have the best track record for promoting women and minorities?
What careers blend interest _____ and interest _____?	What careers blend marketing and activism?
What is the typical career path of a (profession)?	What is the typical career path of a marketing director?
What are some entry-level positions for _____ majors?	What are some entry-level positions for finance majors?

Company Research & Interview Prep

Prompts	Examples
What is the company culture like?	What is Spotify's company culture like?
Describe the different divisions within (company).	Describe the different divisions within JP Morgan.
What are some _____ industry trends?	What are some music industry trends?
What are some questions to ask the interviewer at the end of an interview for _____ position with _____ company?	

Networking

Prompts	Examples
Write a brief LinkedIn summary for a (major) student with the following skills and experience.	Write a LinkedIn summary for an operations management major who's skilled in data analytics and has had a supply chain internship.
Write an introductory email from a (major) student to an alum and request a phone or Zoom call.	Write an introductory email from a business administration major to an alum and request a phone or Zoom call.
Suggest some questions for an informational interview with a (position) at (company).	Suggest some questions for an informational interview with a managing director at BlackRock.

Professional Correspondence

Prompts	Examples
Write a thank you email to an interviewer. Reference (something you discussed).	Write a thank you email to an interviewer. Reference our shared love of the Philadelphia 76ers.

Important Reminders!

- Check other reliable resources and fact check. Even Open AI warns that ChatGPT "may generate incorrect information."
- Be sincere and authentic by ensuring all content in your materials is true and accurate for you and your experience.
- Take ownership of the changes these tools suggest so you are ready to talk about them in an interview.
- Remember, your documents, self-introduction, and interview answers still need to sound like YOU. AI can help get you started, but it is up to you to perform quality control on any information generated, re-write the content in your own words, and keep working with the tool and editing until you get a result that represents you and your brand.