Using AI Tools in Career Exploration

AI (Artificial Intelligence) such as Bard, ChatGPT, etc., are powerful tools that can assist you in many parts of career exploration. This guide provides insight and tips to best use AI technology responsibly.

AI Options & Comparisons

AI Name	Pros	Cons
Chat GPT	- Free to use - Quick responses - Evolves with user input and feedback - Externally records chat logs - Archives chat history for reference	- Stores all user data - Can only source information from 2021 and prior - Can only work on one task/one query at a time
Claude	- Free to use - Quick responses - No character limit for queries or responses - Can upload documents to it for content analysis	- No disclosure about information sourcing - Minimal disclosure about data use and storage - Limited amount of queries per day - Occasionally has downtime due to "capacity constraints"
Gemini (previously Bard, powered by Google)	- Free to use - Has access to internet data in real time - Relatively quick response time - No limit on the number of prompts	- Cannot access with Augsburg email address at this time - Stores user data - Sometimes does not generate as many ideas as desired or stalls out - Does not store AI generated responses for reference

Grammarly	- Specifically designed for writing (particularly essays or emails) - Points out overuse of words - Helps with sentence structure, tone, spelling, and grammar	- Free version only checks for errors in spelling, not style and content - Only allows documents up to 4 MB and 100,000 characters - May offer questionable suggestions

How to Use AI in Career Planning

AI can be a good starting point to generate ideas, start research, or as a writing supplement. **However, it's no substitute for your own insight and voice**. Use it as a tool, not a key source or expert.

Below are some sample prompts you can use to get started.

Major & Career Exploration

- What {undergraduate/graduate} degree programs align with an interest in {interest}?
- Generate a list of careers relating to {degree}
- Generate a list of industries where professionals with a background in {major} are in high demand and provide insights into specific job titles
    - Note: depending on the AI program (ex: ChatGPT), this information may not be relevant or recent
- What are the most important skills for a career in {field}?
    - Follow up question: How can I highlight {skill} on my resume in a way that is relevant to {field}?

Job Searching

- Generate current positions titles for {degree}.
    - Follow up question: Generate keywords and skills relating to {job title}.
- What job search strategies help applicants seeking positions in {field} specifically?
- What technical and soft skills should an applicant develop to excel in {field}?
- What type of networking options or mentorship programs relate to {field}?

- What jobs do people with {major} find after college?
- What companies in Minneapolis are in the {industry}?

Resume Writing

Some AI platforms allow you to upload or copy/paste your resume or cover letter into their software to compare it to the job description. **NOTE**: Make sure all personal identifying information has been removed from your resume prior to uploading.

- Identify the skills mentioned in this job description.
    - Follow up question: Provide suggestions to showcase these skills better.
- Provide a list of industry-specific keywords to be added in order to tailor the document for {degree/field/position}.
    - Follow question: Where can those keywords be integrated into the document?
    - What skills could be added to improve the applicant's chances for this position?
- Tailor this document to the following job description for {position} and highlight the relevant skills: "{job description}"
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You can also ask AI to help you craft bullet points or sentences to describe your work experience. Examples are:

- What are strong skill statements summarizing a barista job?
- What keywords should be used in a {major} resume?
- Review resume for programmer, formatting, and content suggestions.

[Read this piece from Careerflow](#) for more information on how to use AI (specifically ChatGPT in this article).

Cover Letter Writing

- What is the structure for a {job title} cover letter?
- Use AI to help tailor your cover letter to a specific job by providing some details about the position.
- Use AI for riding assistance, clarity, conciseness, and general proofreading.

Interview Prep

- What questions could I be asked in a {job title} interview?
- What are some common interview questions for {field/position title}?

- What is a good {technical/behavioral} interview question for {degree/field}?
  - Follow up question: What is a good response to this question?
  - Follow up question: What is an interviewer looking for in a response to this question?

Best Practices & Tips

Bias

AI pulls information from a certain amount of internet data - be wary that some information may be biased or not representative of every person. Be critical when reviewing AI's responses and decide whether the information is sound and represents your values.

Privacy Protection

Be aware of how your data is being stored, used, and shared by reviewing the data privacy policy page of the tools you are using. Never include identifying information such as names, addresses, and company names. Keep queries general and, if using a specific job description, avoid using the name and location it came from.

In the result of a data breach, an unauthorized party could gain access to your conversation logs, user information, and other sensitive information. Use AI tools that are transparent about how their systems and data tracking works as those that do not provide much information may not be safe/more susceptible to data attacks.

Specific Prompts & First Drafts

The more specific your prompt is, the more helpful AI will be. AI is only as good as the users interacting with it as well, and refining your prompts or comparing a couple different AI tools can help you find a different range of responses.

AI works best for initial ideas and first drafts. It cannot substitute for your unique, authentic voice. Using AI as a tool to help you practice your current writing skills and clarify communication is a great way to make the best use of it.

Ethics & Limitation

Your resume, cover letter, and other written materials should be representative of your skills. Make sure if you are verifying and citing sources, double check the accuracy of

information, and use human advice/eyes for any final reviews. AI can do many things but it is not perfect and may make strange suggestions or miss things.

AI also lacks emotional intelligence (EI) and may not offer suggestions that fit your values, perspective, or context of the situation.

As a rule of thumb: use AI for first drafts, not final results.

Still have questions or need advice regarding AI answers? [Make an appointment with a Strommen Staff member](#)!

Sources & Credits

Portions of this guide were adapted from resources from [University of West Florida](#) and the [University of Minnesota](#).

https://www.pcmag.com/reviews/grammarly
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