SkillsFirst Job Aid

Optimize AI Tool

What is SkillsFirst?

SkillsFirst is a self-service career management and development platform. SNHU Career Services offers free access to SNHU students and alumni to be able to utilize this tool as you progress towards your professional goals, whether you're established, changing, or just beginning your career.

Why Use It?

You can take your professional documents and career preparation to the next level through a holistic suite of AI-powered career tools designed to deliver personalized feedback and support, making SkillsFirst a fantastic tool for SNHU learners who might want to access this information at any time in true self-service application.

SkillsFirst Resources:

- Create a resume
- Create a cover letter
- Create a pitch
- Create a portfolio
- Take a practice interview
- Watch career advice videos
- Take a career assessment

Optimize AI Tools Key Features

Optimize with AI is the ultimate tool for anyone looking to create a polished, professional, and impactful resume. Here's why you should use it:

1. **Save Time and Effort**: Building a strong resume can be a time-consuming process. Optimize with AI speeds things up by offering intelligent examples and alternative phrasing, being able to help finetune your content and industry specific deliverables.

SkillsFirst Job Aid

2. **Stand Out to Employers**: In today's competitive job market, your resume needs to grab attention. With AI-powered recommendations, you can make your resume more compelling, ensuring it stands out to recruiters and hiring managers.

3. **Elevate Your Resume's Quality**: The tool enhances your content by suggesting professional, concise, and industry-standard phrasing that boosts your resume's clarity and overall appeal. It ensures your qualifications are presented in the most relevant manner.

4. **Get Tailored Recommendations**: Optimize with AI adapts to your specific needs, offering personalized suggestions based on your career level and the industry you're targeting. This means your resume will be optimized for the roles you're aiming for. It can help you in generating measurable outcomes that demonstrate previous experience.

5. **Ensure Relevance and Professionalism**: Utilizing Optimize with AI, you stay on top of industry trends and best practices. The tool helps ensure your resume remains relevant and uses the most current, impactful language to highlight your skills and experience.

6. **Boost Confidence in Your Resume**: With expert-level suggestions at your fingertips, you can be confident that your resume presents you in an advantageous light to hiring managers. Whether you're making your first resume or updating an existing one, this tool helps you create a document that truly reflects your value.

Leveraging AI-powered features in the **Professional Summary, Technical Skills, and Professional Experience** sections, your resume becomes not only more tailored to the specific job but also more appealing to both recruiters and the automated tracking system (ATS). The ATS is essentially a tracking tool used to do the initial resume review based off a prescribed AI platform set in place by the employer. Using this feature increases your chances of standing out and landing the role you're applying for.

Features in SkillsFirst that Include Optimize AI Tool

- **Summary Section:**
  - **Optimize:** Click 'Run Resume Optimizer.' A pop-up window will appear with alternative ways to write your professional summary.
  - **Example:** Enter your target job title and click 'Submit.' You'll receive multiple examples of professional summaries tailored to your targeted job title, which you can adjust to reflect your own experiences.

SkillsFirst Job Aid

- **Experience Section:**
  - **Edit Work Experience:** Click the three dots on the right-hand side of the screen to edit your current work experience. You can use either the Optimize or Example feature to enhance your job experience.
  - **Optimize:** Click 'Run Resume Optimizer.' A pop-up window will appear with alternative ways to write your job function bullet points.
  - **Example:** Enter your target job title and click 'Submit.' You'll receive several examples of job function bullet points tailored to your targeted job title, which you can modify to suit your experience.

- **Education Section:**
  - **Edit Education:** Click the three dots on the right-hand side of the screen to edit your current education.
  - **Optimize:** Click 'Run Resume Optimizer.' A pop-up window will appear with alternative ways to write your education description.
  - **Example:** Enter your degree or area of study and click 'Submit.' You'll receive multiple formatting examples, as well as suggestions for additions like key courses, projects, and capstones.

- **Certificates and Awards Section:**
  - **Edit Certificates and Awards:** Click the three dots on the right-hand side of the screen to edit your current certificates and awards.
  - **Optimize:** Click 'Run Resume Optimizer.' A pop-up window will generate alternative ways to write your certificates and awards descriptions.
  - **Example:** Enter your target job title and click 'Submit.' You'll receive multiple examples of certifications and awards commonly associated with that job title, which you can adjust to reflect your own qualifications.

- **Adding Additional Sections:**
  - If you choose to add a new section, the Optimize and Example features can be used similarly to the other sections for further customization.

How to Use the Optimize with AI Feature

1. Access the Platform
   - Log in using your SNHU credentials. (If you have never signed in before, you can select the 'Students click here to join' button and use your SNHU credentials.)
2. Start Your Resume

- Create a new resume or import an existing one.
3. Set Up and Edit
    - Follow any on-screen prompts to format and refine your resume using the available tools. (Such as: Select a Template, Edit with Builder, Add a Section, etc.)
4. Enhance with AI Optimization
    - Once your content is added, use AI-powered features to:
        - Optimize keywords to align with job descriptions and industry standards.
        - Refine content for clarity, impact, and readability.
        - Improve formatting for better structure and professional appearance.
        - Get tailored recommendations based on your career goals.
5. Save and Export
    - Save your resume and download it in your preferred format. (Such as PDF or Word document)

Tips for Success

- **Use Optimize AI to see alternatives to what you have written:** Once you have written out various sections of your resume (i.e. Biography/Summary) run optimize AI to see how it may suggest changing the wording or formatting. You do not have to adopt all the changes, pick and choose what works best and keep it authentic to you.

- **Use Optimize AI to help idea generation for measurable achievements:** It can be challenging to highlight quantifiable results in job descriptions. Optimizing with AI tool can help transform bullet points into measurable achievements but be sure to adjust any suggested numbers or metrics to reflect your actual experience.

- **Use Optimize AI to enhance the language and flow of your resume:** If writing isn't your strength, AI-powered suggestions can help improve readability and flow. Review the edits carefully to ensure they maintain your authentic voice and accurately represent your skills.

SkillsFirst Job Aid

Best Practices for the Optimize AI Tool

- **Always double check the accuracy of the content:** Artificial intelligence cannot know exactly what you have done, and how you did it. Read its edits carefully to make sure they are honest to you and your experience. An example of this is when using optimize on experience bullet points it will often input measurable achievements with made up percentages that do not actually represent your experience.

- **Check the resume reads in your voice:** Is the resume using words you would use in your daily professional jargon, or do you struggle to even pronounce them? If you do not know how to say the word, it should not be present in your professional documentation. This is a representation of you, so it has to be true to you.

- **Review the content to ensure it reflects your authentic voice:** Are the words used ones you would typically use in your professional conversations, or do they feel unfamiliar or difficult to pronounce? If a term doesn't sound natural when you say it, it likely doesn't belong in your resume. Remember, this document is a reflection of you, so it should accurately represent who you are.

- **Spell Out Acronyms and Business-Specific Naming Systems:** If your company uses specific acronyms or naming systems that aren't widely recognized outside the office, be sure to spell them out or briefly describe the tool or process. For example, if you use an internal Customer Relationship Management (CRM) tool, explain what it is and highlight the transferable skills involved. If the tool is commonly known by another name, feel free to use that (e.g., Unify is specific to SNHU but is more widely recognized as Salesforce).

FAQs

Q: Do I need to use Optimize AI for every section of my resume?
A: No, Optimize AI is just a tool to assist and enhance your resume if needed. It's not required for every section.

SkillsFirst Job Aid

Q: Does Optimize AI work for all parts of my resume?
A: No, it is available for sections that require more description and context, such as your experience and summary.

Q: Can I use the information from Optimize AI without editing?
A: No, Optimize AI doesn't fully understand your unique experience, so you'll need to review and refine its suggestions before using them.

Need Help?

For more information on SkillsFirst please contact Career Advising by phone at 888-672-1458 and or by email at Cocecareer@snhu.edu .

Training Materials or Next Steps

SkillsFirst: Using Artificial Intelligence AI to Strengthen Your Resume (Speaks about Optimize AI minute 14:02-19:11)