

STUDENT GUIDE TO OPEN AI



- Writing skills are an essential part of many careers. We encourage utilizing ChatGPT, Microsoft Copilot, or Google Gemini as a way to supplement and enhance your writing skills.

OpenAI is a versatile tool that can assist you in career exploration, resume writing, cover letter composition, and more. This resource will provide you with valuable insights and tips to make the most of OpenAI's capabilities in your career journey.

Keep in Mind

- **Always Double-Check:** While OpenAI is a powerful tool, it's important to verify the accuracy of any information it provides, especially when submitting materials for job applications.
- **Give Specific Prompts:** Regularly engage with OpenAI to refine the prompts you use and that use different tones, such as formal, engaging, or casual. The more specific your prompt is, the more helpful OpenAI's response will be.
- **Stay Alert for Biases:** OpenAI gathers information from multiple sources across the web, and the results generated may contain bias. It's important to be critical when taking information from internet sources and decide whether the information is a reflection of your values and opinions.
- Use the **"Regenerate Response"** button to see other options.
- **Sensitive Information:** Exercise caution when sharing personally identifiable information with chatbots/AI. For example, if you insert your resume into the chat for feedback, do so without including your name, email address, phone number, etc.
- **Limitations:** AI does not provide the expertise and holistic, individualized approach that career coaching does. We encourage you to use appointments and programs to get well-rounded recommendations and support.
- **Practice Writing:** Your resume and cover letter are a representation of your skills. Use Open AI as a tool to help improve your current writing skills and learn how to clearly communicate your unique characteristics through these career documents.

OpenAI for **Exploring Careers**

1. **Keyword Research:** Use OpenAI to generate keywords related to your interests and skills. These keywords can be helpful for job board searching or discovering new career possibilities.
Example prompt: *What jobs do people with a _____ major find after graduation?*
2. **Career Path Research:** Ask OpenAI about specific companies or industries to gather insights about their culture, work environment, and growth prospects along with common ways to gain experience.
Example prompt: *What is the typical career path of a _____?*
3. **Research Ideas for Gaining Experience:** Generate ideas to explore next steps to gain insight to careers of interest.
Example prompt: *What experiences would you recommend for a current college student to help explore careers in _____?*

MORE ON OPEN AI



Job and Internship Search using OpenAI

1. Identifying Organizations: Ask OpenAI to provide a list of organizations that are related to your interests as well as location preference that offer jobs/internships.

Example Prompt: *I am interested in climate change and sustainability careers. Please list 20 organizations in this field that offer full-time positions for undergraduate seniors near Minneapolis, MN.*

2. Identifying Positions: Use OpenAI to identify internship positions related to your major, interests, and locations

Example prompt: *I am a sophomore undergraduate student interested in computer science. Please identify technology internships near St. Cloud, MN.*

3. Strategizing your search: Request OpenAI give you tips on how you can optimize searching for opportunities.

Example prompt: *What strategies would you recommend for searching for a (major/interest area) internship?*

Use OpenAI for Networking & Informational Interviewing

1. Create Connection Request: Generate an introductory message within LinkedIn's character limit.

Example Prompt: *Generate a 300-character LinkedIn connection request based on this alum's profile [copy and paste in the text from the person's profile]*

2. Informational Interview Preparation: Generate a list of common interview questions for the individual you'll be interviewing.

Example prompt: *I am a sophomore in college about to have an informational interview. Suggest some questions for an informational interview with an alum who is an associate director of marketing at Target.*

3. Construct Thank You Message: Generate a template to use for after your correspondence with a connection to show gratitude.

Example prompt: *As a current student, write a gratitude message to an alum who generously shared their experiences and advice, making my informational interview a valuable and enlightening experience.*

Resume Writing with Chat GPT

1. Strong Skill Statements: Ask OpenAI to provide edits to your skill statements or give examples of strong skills statements to highlight your work history.

Example Prompt: *What are strong skill statements summarizing a barista job?*

2. Keyword Optimization: Use OpenAI to identify keywords and phrases relevant to your industry and strategically incorporate them into your resume.

Example prompt: *What keywords should be used in a _____ [position applying for] resume?*

3. Resume Review: Request OpenAI review your resume for grammar, formatting, and content suggestions.

Crafting Cover Letters with Chat GPT

Cover Letter Structure: Ask OpenAI for guidance on effectively structuring your cover letter, including the introduction, body, and closing.

Example prompt: *What is the structure for a _____ [job title] cover letter?*

Personalization: Customize your cover letter by providing specific details about the company and position. If you provide information from your resume and the job description on the application, OpenAI can assist you in tailoring your content.

Editing and Proofreading: Use OpenAI to review and edit your cover letter for clarity, conciseness, and grammatical errors.



Next steps...

- Review additional resources in the [Virtual Career Hub](#).
- [Schedule an appointment](#) with an XPD Career Coach to further explore career topics.

