

Introduction to ChatGPT for an Effective Job Search

Getting Started



Be aware:

- ▶ **Do not provide** your personal information.
- ▶ Content may be inaccurate or outdated.

7 ways you can use ChatGPT for your job search

1. Review and enhance your resume/CV

- ▶ Highlight your skills, achievements, and experiences.
- ▶ Improve content, formatting, and presentation of your qualifications.
- ▶ Tailor your resume to a targeted job description

Example prompts:

- ▶ Update the experience section of my resume to make it sound more action oriented.
[Copy/paste your resume – removing personal details.]
- ▶ Tailor my resume to this job description for a [job title].
[Press “Shift” + “Enter,” then copy/paste your resume/CV and the job description – removing personal details.]

2. Craft compelling cover letters

- ▶ Frame your skills and experiences.
- ▶ Customize your cover letter to match the requirements.

Example prompts:

- ▶ Write a cover letter for [job title]. Highlight my experience in data analysis and how it can benefit the company’s mission. Keep the tone professional and the letter to less than 200 words.
[Copy/paste the company’s mission, job description, and your resume under the prompt.]
- ▶ Below is my current cover letter. How would you rewrite it to make me seem like an ideal choice for a [job title] at [type of company]. [Copy/paste your cover letter.]

3. Prepare for interviews.

- ▶ Improve your communication skills.
- ▶ Emphasize relevant experiences.
- ▶ Address potential weaknesses.

Example prompts:

- ▶ Provide a list of common interview questions I can expect for [insert role/job description].
- ▶ How do I best answer [common interview question] if I’m interviewing for [role/job title] at [company/type of company]?

4. Guide your networking strategy

- ▶ Draft personalized and engaging messages.
- ▶ Prepare for networking events.
- ▶ Engage with professionals in your field.
- ▶ Identify relevant online communities, forums, and social media groups.

Example prompts:

- ▶ What are some unique ways to follow up with a new contact after a networking event?
- ▶ Write a personalized networking message for the [title] of an [industry/company].

5. Optimize your LinkedIn® profile

Enhance your profile's impact by improving your:

- ▶ Headline
- ▶ Summary
- ▶ Experience descriptions
- ▶ Keywords

Example prompts:

- ▶ Write a professional summary using my work experience, the keyword "X", and keep it shorter than 150 words. [Copy/paste your resume.]
- ▶ Write a LinkedIn headline using a conversational tone using my resume and the keywords "X" and "Y." Keep it shorter than 200 characters. [Copy/paste your resume.]

6. Research

- ▶ Identify target industries based on Career Brightspots.
- ▶ Explore industry trends and information.

Example prompts:

- ▶ I am a job seeker looking to find a new role within a non-profit organization. Provide any advice on finding the right fit within a non-profit organization.

7. Identify skills gaps and explore opportunities for professional growth

- ▶ Note your existing skills and identify areas for improvement.
- ▶ Seek recommendations for relevant courses, certifications, or training programs.

Example prompts:

- ▶ What skills do I need to improve my chances at getting this *[role/job description]*?
[Copy/paste the job description and your resume.]
- ▶ What are available online resources to enhance my *[type of skill(s)]*?

Three things you can do today

1. Tailor your resume

Tailor my resume to this job description for a *[job title]*.

[Press “Shift” + “Enter,” then copy/paste your resume/CV and the job description – removing personal details.]

2. Prepare for interviews

Provide a list of common interview questions I can expect for

[insert role/job description].

3. Identify skills gaps

What skills do I need to improve my chances at getting this *[role/job description]*?

[Copy/paste the job description and your resume.]