
Leveraging AI in the Job Search

Take advantage of the power of AI and apply this emerging technology to your job search! Get ideas for career paths, improve your resume and online presence, prep for interviews, and even evaluate job offers with these guided prompts. The content in this guide is adapted from Jeremy Schifeling's "Career Coach GPT."



Identify Search Tools

Select your AI Bot

ChatGPT (Free)

Google Bard (Free)

Bing Chat (Free)

You.com (Free)

Create and utilize a LinkedIn account.



Find Your Path

Use your AI Bot to find a path

PROMPT: "Generate 10 specific titles that could be a good fit for me based on: my favorite skills: [INSERT SKILLS], my interests [INSERT INTERESTS], and my resume [INSERT RESUME]"

Explore your options

PROMPT: "Please tell me about a typical day for each of these job titles and the kinds of people who enjoy them: [INSERT JOB TITLES FROM PREVIOUS SEARCH]"

If you still can't decide...

PROMPT: "Rank these jobs [INSERT TITLES] based on my: Career goals: [INSERT GOALS], Qualifications: [INSERT SKILLS AND CREDENTIALS]"



Strengthen Your LinkedIn

Create a targeted LinkedIn headline

PROMPT: "Generate a 220-character LinkedIn profile headline based on the following template, desired job title, and resume:

Here's a template: DESIRED JOB (List "Seeking" if the candidate lacks experience) | RELEVANT SKILLS FOR JOB

Here's the desired job title: [INSERT JOB], Here's the resume: [INSERT RESUME]"

Set location

Instead of setting your location to where you are now, set it to where you want to work.

Leverage your cover photo

Get ideas to generate your cover photo by searching "Please generate 10 ideas for a photo of [INSERT ROLE] in action."

Update your skills

Update your skills on LinkedIn by searching: "What are the 20 most common skills listed on job descriptions for [JOB TITLE]?" and add as many of those skills as you can rightfully claim to your profile.

LinkedIn is not only interested in matching desired skills, but also the density of those skills that are on your profile.

To incorporate your skills more into your bullet points, run this prompt: "Please incorporate the following keywords into my existing resume bullet points.

Keywords: [INSERT KEYWORDS], Bullet Points: [INSERT BULLET POINTS]"

If you need to acquire additional skills based on your queries, search: "What are the specific and fastest ways to learn [INSERT SKILL]?"

Getting found

Indicate that you are open to work on your profile either publicly or only to recruiters. Increase your network by adding personal contacts on LinkedIn. Ensure you are following employers you are applying to or use AI to "Generate a list of the 100 top employers of [INSERT JOB TITLE] in [INSERT INDUSTRY] in [INSERT LOCATION]" and ensure you are following these.



Improve Your Resume

Ditch the template

Your resume needs to be easy for an ATS system to read. Adding creative charts or unprofessional fonts will hinder that.

Use keywords in your bullet points

Use the following prompt to figure out what keywords are going to be most relevant for your role: "Generate the 20 most important keywords from across [INSERT ROLE] job descriptions."

Use these keywords when crafting bullet points that focus on the three N's: Numbers, Names and Notables. If you need some assistance thinking up accomplishments, try the prompt "What are some examples of eye-catching accomplishments that I could list on my resume for [INSERT ROLE] role?"

And to wrap it all up, try the prompt: "Please combine this achievement and these keywords to make a great resume bullet point: Achievement: [INSERT ACHIEVEMENT], Keywords: [INSERT KEYWORDS]"

Skills

Ensure your skills are placed into the proper categories with the prompt "Place these skills into categories: [INSERT LIST OF SKILLS]"



Search and Apply for Jobs

Expand your job search with more titles

You can find a variety of names for the same job function by plugging in the prompt: "What are the most common job titles used at companies instead of [INSERT ROLE]?"

Apply for jobs in the "Golden Window"

96 hours within posting is the best time to get your application noticed. Make sure to set up job alerts on LinkedIn in order to optimize this.



Prepare for Interviews

Prepare for questions

Discover common interview questions and how your experience aligns with the following prompt: "Generate a list of the 10 most likely interview questions I'll face based on the following job description.

And for each question, generate an answer in Situation, Task, Action, Result format, drawing only from my resume. Job description: **[INSERT DESCRIPTION]** Resume: **[INSERT RESUME]**"

Practice your responses

ChatGPT can also interview you and give feedback!

Try the prompt: "I want you to interview me for **[INSERT ROLE]** at **[INSERT COMPANY]**. Start by asking me questions based on the job description below.

And then, after I answer, please provide constructive criticism on my answer– and ask the next question."



Evaluate Offers

Make sure the role is a good fit

To see how a role may align with your goals, skills, and competing offers, use the prompt "My career goal is **[INSERT GOAL]**, my skills are **[INSERT SKILLS]**, and my interests are **[INSERT INTERESTS]**. Based on this context, please evaluate the following job opportunities to help me determine which is the best fit: **[INSERT OFFERS]**."

Need some (real) intelligence to help you with your job search? Career Services is here to help! Whether you're a freshman looking to explore career paths or a senior on the job hunt, our team has the resources and expertise to assist as you seek to enter the workforce.

*Visit us online <https://www.memphis.edu/careerservices/> attend one of our events, or

*Schedule a one-on-one advising appointment with a Career Specialist

<https://www.memphis.edu/careerservices/students-alumni/career-specialists.php>