

AI Prompts to Support a Job Search

*Adapted from AI In Action Week Presentation by Michelle Zaff and Jen Guillemain

Resumes:

Prompt 1:

I am an undergraduate student studying (Major, minor, concentration), I am applying to competitive internships at (target jobs, employers or industries), please rewrite this resume bullet three times each in a professional tone that will help differentiate me from other candidates in a positive way and will highlight my (list your most relevant skills); use action verbs to start the bullet, use semicolons but no periods for punctuation within the bullet, do not include adjectives in the bullets, suggest places where I could quantify information to make the bullet more interesting; here is the bullet to rewrite: (Insert current resume bullet to be re-written _____)

Prompt 2:

I am a second year college student applying for internships at (target jobs, employers or industries, ie. law firms) and seek to demonstrate how my prior experience makes me a strong candidate for the internship: Write 2-3 resume bullets to describe my prior work experience and to highlight my (list skills you want to draw attention to); do not use adjectives in the bullets, use semicolons but do not use periods in bullets, suggest places I could quantify information, write the resume bullets from the following description of my past work: (write your prior work experience in narrative form, ie. I worked in a fast-paced ice cream store where I did inventory of spoons and napkins and other supplies, I also greeted customers in a friendly manner, I also cleaned and sanitized the store and set up displays of changing ice cream flavors, I also took note of customers food allergies and aversions and made recommendations based on customer preferences, I promoted specials, and I won employee of the month during our busiest time, I worked as part of a team to ensure that customers were served quickly)

Job Interviews:

Prompt 1:

I am a college student applying for an internship at (list the employer or job), here is the job description (insert job description) generate a list of 20 interview questions I may be asked at this interview

Prompt 2:

Use this resume (insert anonymized version of your resume) to respond strategically to the interview questions you just generated

Career Exploration:

I am an undergraduate student studying (Major, minor, concentration), My favorite classes so far have been (list 2-3 classes.) In the past I have interned in (list 1-3 past jobs or internships.) I took the free assessment for the [VIA values in action character strengths](#) and found that my top strengths were (insert your top 3-4 VIA character strengths here.) Generate a list of 15 possible career paths I could consider based on my interests and strengths and list specific companies, firms and organizations that offer

internships in these paths, as well as job titles and job descriptions for each of these paths that I might apply to and finally, state clearly how my VIA character strengths apply to each of these career paths and internships

LinkedIn Profile:

Prompt 1:

Create a LinkedIn Profile Headline

Prompt: I am an undergraduate student studying (Major, minor, concentration) My favorite classes so far have been (list 2-3 classes.) In the past I have interned in (list 1-3 past jobs or internships.) Write a strong LinkedIn profile headline in 12-15 words or less, include key industry words that will get me noticed by recruiters in the industry.

*pre-work- to determine industry keywords, enter 10-15 job descriptions for positions that interest you into a free word cloud generator and find the 3-5 words that are industry-related and overlap the most among all job descriptions

Prompt 2:

Create a LinkedIn Profile Summary Section - About

Prompt: I am an undergraduate student studying (Major, minor, concentration) My favorite classes so far have been (list 2-3 classes.) In the past I have interned in (list 1-3 past jobs or internships.) During these internships I (list some of your job duties and responsibilities, ie. at a law firm you interviewed clients, attended court hearings and summarized deposition transcripts.) In my spare time I enjoy (list 2-3 hobbies, ie. reading historical fiction and listening to true crime podcasts.) I hope to (list short or long term professional goals or aspirations, ie. work in federal law enforcement for my long term career.) Write a strong LinkedIn profile Summary section, include key industry words that will get me noticed by recruiters in the industry.