

Resume and AI Exercises

Professional Development for Co-op

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Note: ChatGPT can be a helpful tool in your job search, however, it should NOT replace your own creativity and perspective. The AI search results are meant to provide suggestions—they are not intended to be copied and pasted word-for-word. Think of the AI-generated recommendations as supplements to your own ideas and insights. You will want to ensure that the qualifications you present on your resume are truthful and accurate, and that you can back up your resume bullet points with real examples from your past experience. (*adapted from "[21 Great ChatGPT Prompts for Your Resume](#)")

Assignment:

1. Cut and paste individual bullets from the Experience section of the first (original) draft of your resume into [ChatGPT](#) with carefully considered prompts that you engineer. A prompt could be something customized to your or something as simple as: Rewrite the bullet(s) in a polished and professional voice that highlights my strongest skills (list 3-4 skills), begins with action verbs and quantifies data where appropriate.
2. Critically compare and contrast the two bullets, did the AI suggestions enhance your bullet, or detract from the merit of your original bullet? Explain. Consider creating a third version of your bullet, a hybrid or combination of your original bullet blended with some of the suggestions generated by AI.
3. Upload BOTH versions (first draft, original) and AI- assisted of your resume as a single PDF to Canvas under the Assignments tab.
4. Email if you have any concerns regarding my sending both versions of your resume to employer partners for their review and feedback on this AI and resumes pilot

Resumes Exercise 2 (optional)

As an addition/extension to this exercise, later, as you begin to apply to jobs, you can also cut and paste a co-op job description and ask ChatGPT to customize your resume to more closely align with the qualifications required for this specific job, then review, revise, edit your resume to ensure accuracy of information, tone and to include your own professional and personal experiences.