CAREER SERVICES & CHATGPT

Ways to use AI as a tool to level the playing field in the job & internship search process.

1 RESUME

ChatGPT can make recommendations for keywords, marketable skills, and unique experiences that reflect the job description. By pasting the job description in the prompt, ask ChatGPT to write resume bullets with metrics based on specific responsibilities. Be sure to edit and include true information based on your own experiences. Schedule a resume critique with a career counselor to double check your resume is Applicant Tracking System (ATS) friendly and that your document is personalized to your experiences.

2 COVER LETTER ASSISTANCE

AI can speed up writing a cover letter when experiencing writer's block. However, you can't rely on AI to do all the work! By asking ChatGPT to write a cover letter based on a job description (paste job description), and your experiences (paste resume without identifying information), you can run multiple iterations to see a version you prefer. Schedule a quick appointment with a career counselor to ensure that your cover letter demonstrates your comprehension of the position, and company, as well as your passion and qualifications for the position.

3 JOB SEARCH AND CAREER EXPLORATION

ChatGPT can help identify specific job search strategies that may be relevant to the industry or field you are interested in. Based on your skills, experience, and education, ChatGPT can explore potential career paths that you can conduct further research on. It can also provide information about the job outlook, salary expectations, and education requirements for different careers. Remember, human insights are equally valuable! Schedule an appointment with a career counselor to incorporate your values, unique strengths, and other important information into the conversation.

4 INTERVIEW PREPARATION

Before you schedule your mock interview with a career counselor, you can ask ChatGPT for sample questions for a specific position, industry, or company. Take it a step further and interview with Quinn (Quinccia.io), an AI interviewer that gives detailed feedback for areas of growth. Consider whether you feel confident answering these questions and then take these with you to your appointment to use the human feedback with your counselor to help you practice and prepare for the real interview.

Texas Tech University Career Center is here to help you learn how to use AI effectively and ethically during your job search process. We are able to meet with you to help you prepare, answer your questions and support you along your career journey.