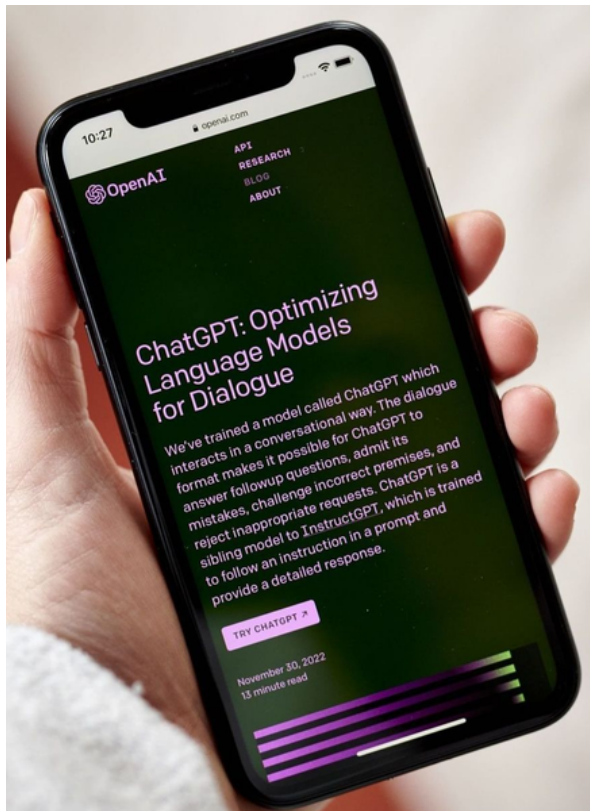




Tips on how to use ChatGPT in your job and internship search effectively and ethically



- Check responses for inaccuracies and inclusion of your unique words and voice.
- Use specific queries and engage in dialogue by asking follow-up questions.
- Use the “Regenerate Response” button to see other options.
- Ask for specific responses based on your materials and for responses that use different tones, such as formal, engaging, or casual.
- Exercise caution when sharing personally identifiable information with chatbots/AI. For example, if you insert your resume into the chat for feedback, do so without including your name, email address, phone number, etc.
- **AI does not provide the expertise and holistic, individualized approach that career counseling does.** We encourage you to use our drop-ins, appointments, and programs to get well-rounded recommendations and support.

Sample Prompts to Use

Finding Jobs or Internships

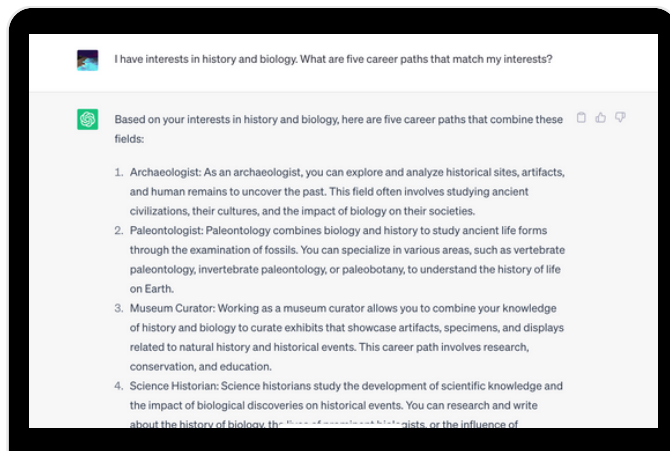
- What are 10 US-based up-and-coming companies in ed tech that are hiring [insert your own fields of interest]?
- Based on my LinkedIn profile, what are five roles I am qualified for? What companies in Orange County, CA are hiring for these roles?
- What companies in Orange County, CA have Employee Resource Groups for LGBTQ+ employees?

Preparing for Interviews

- Generate 10 specific interview questions based on this job description.
- Take question one and based on my resume, how would you answer that question with a response that feels confident and engaging?
- What are five questions I can ask in an interview that will give me insight into the company’s culture and commitment to DEI?



Sample Prompts to Use



Exploring Career Options

- What can I do with an English degree [insert your academic disciplines of interest]?
- I have interests in history and biology [insert your own interests]. What are five career paths that match my interests?
- What careers will let me work outside of an office setting?

Expanding Your Network

- Generate a 300-character LinkedIn connection request based on [insert person's profile].
- What are five questions I should ask in an informational interview with a museum curator?
- Based on my resume, generate a short and engaging elevator pitch I can use for networking.

Crafting Resumes and Cover Letters

- Review my resume like an expert coach and let me know five specific changes I can make based on this job description.
- Write a 3-paragraph cover letter in a formal tone using experiences from my resume that align with this job description.
- What should I include in a thank you letter for a job interview with a software company?

IMPORTANT REMINDER:

Keep in mind that the person in the interview will need to match the voice of the documents submitted. ChatGPT/AI is best used in combination with your own voice and writing style. Be sure to personalize and edit ChatGPT/AI responses for things like your resume, cover letter, and professional correspondences.

Visit our webpage for more resources, articles, and sample prompts:

career.uci.edu/chatgpt-ai-and-the-job-search

