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?
ChatGPT, AI, and the Job Search

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?

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?

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.

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