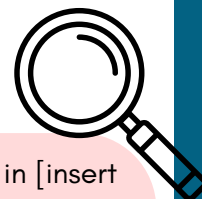


GENAI CAREER PROMPT GUIDE

GenAI tools can offer guidance, structure, and feedback as you take steps in your career development. Whether you're writing a resume, preparing for an interview, or exploring career options, AI can be used strategically to support your work. Remember, answers from AI are a good base, but never a good final product.

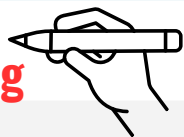


Career Exploration

- My values are [insert values], some of my top skills are [insert skills], and I have interests in [insert interests]. What careers align with my values, skills, and interests?
- I'm considering careers in [career 1], [career 2], and [career 3]. Can you create a side-by-side comparison including education needed, average salary, job outlook, and day-to-day tasks?
- I'm majoring in [your major] and I enjoy [interest/subject]. What career options could I pursue with this degree, and what additional certifications or experiences would make me more competitive?
- I'm majoring in [your major] and I like [interest]. What are some less obvious or hidden career paths that people don't usually think about, but that might fit my skills and interests?

Resume Writing

- Here's my current resume: [paste resume]. Here's the job description I'm applying for: [paste job ad]. Can you suggest ways to tailor my resume to highlight the most relevant skills and experiences for this job?
- This is my resume: [paste resume]. Here's the job description: [paste job ad]. Can you compare my resume to the description and suggest keywords, skills, or qualifications I should add so it passes applicant tracking systems (ATS)?
- Here are some of my resume bullet points: [list bullets]. Can you help me improve them to be more results-oriented, using action verbs and measurable outcomes where possible?



Cover Letter Writing

- Here's a paragraph from my cover letter: [paste paragraph]. Can you suggest ways to make it more concise, specific, and impactful without changing my voice?
- Here's the job description: [paste job ad]. Here's my cover letter draft: [paste draft]. Can you highlight where I'm clearly aligning with the job requirements, and where I could strengthen the connection?
- Here's the company's mission/values: [paste values/mission]. Here's a section of my cover letter: [paste text]. Can you suggest adjustments to better show how I fit their culture and goals?

GENAI CAREER PROMPT GUIDE

Job Searching and Industry Auditing

- I'm looking for jobs related to [career field]. Here are some keywords I've been using on job boards: [list]. Can you suggest additional or alternative keywords, titles, or search strategies I should try?
- I'm interested in working in [industry/role]. Can you tell me about current trends, challenges, and innovations in this field? What are some common buzzwords or talking points I should be familiar with for networking or interviews?
- I'm targeting jobs in [industry/role]. Here are 3 job postings I've found: [paste links or summaries]. Can you help me compare them and suggest which seem most aligned with my skills, values, and long-term goals?



Interviewing

- I'm preparing for an interview for a [job title] role in [industry]. Can you give me 5 common interview questions I should practice, along with tips on what a strong answer would include?
- I want to practice answering behavioral interview questions using the STAR method. Can you give me 3 sample questions an employer in [industry/role] might ask and tell me what key points I should highlight from my experience in [relevant experience, e.g., student jobs, internships, volunteer work]?
- I want to prepare thoughtful questions to ask at the end of an interview for a [job title] position. Can you suggest 5 questions that show genuine interest in the role and the company, especially if my goals are [career goals, e.g., stability, growth, helping others]?
- I don't have direct experience in [field/role]. Can you suggest ways I can still show my transferable skills from [student jobs, major, volunteer work] in an interview for a [job title]?

! AI is a powerful tool that has a multitude of uses. But it is also imperfect and can make mistakes in its responses. As you use AI in your career journey, please keep the following tips in mind:

- Always fact-check to ensure AI content is accurate and relevant.
- Never share confidential, personal, or sensitive information with AI tools.
- Use AI as a support tool rather than a substitute for your own voice
- Stay aware of bias as AI tools may reflect assumptions based on limited data.
- Avoid over-relying on AI for resumes or interviews as employers may see repeated, generic responses.