

CHATGPT FOR YOUR RESUME AND COVER LETTER

OFFICE OF CAREER AND
PROFESSIONAL DEVELOPMENT



WHO WE ARE



1

Primary institutional office for career development services

2

Offer meetings with students that help with their career success

3

Resume Review, Major Change, Career Planning, Job Search, Mock Interviews, Cover Letter Creation etc.

4

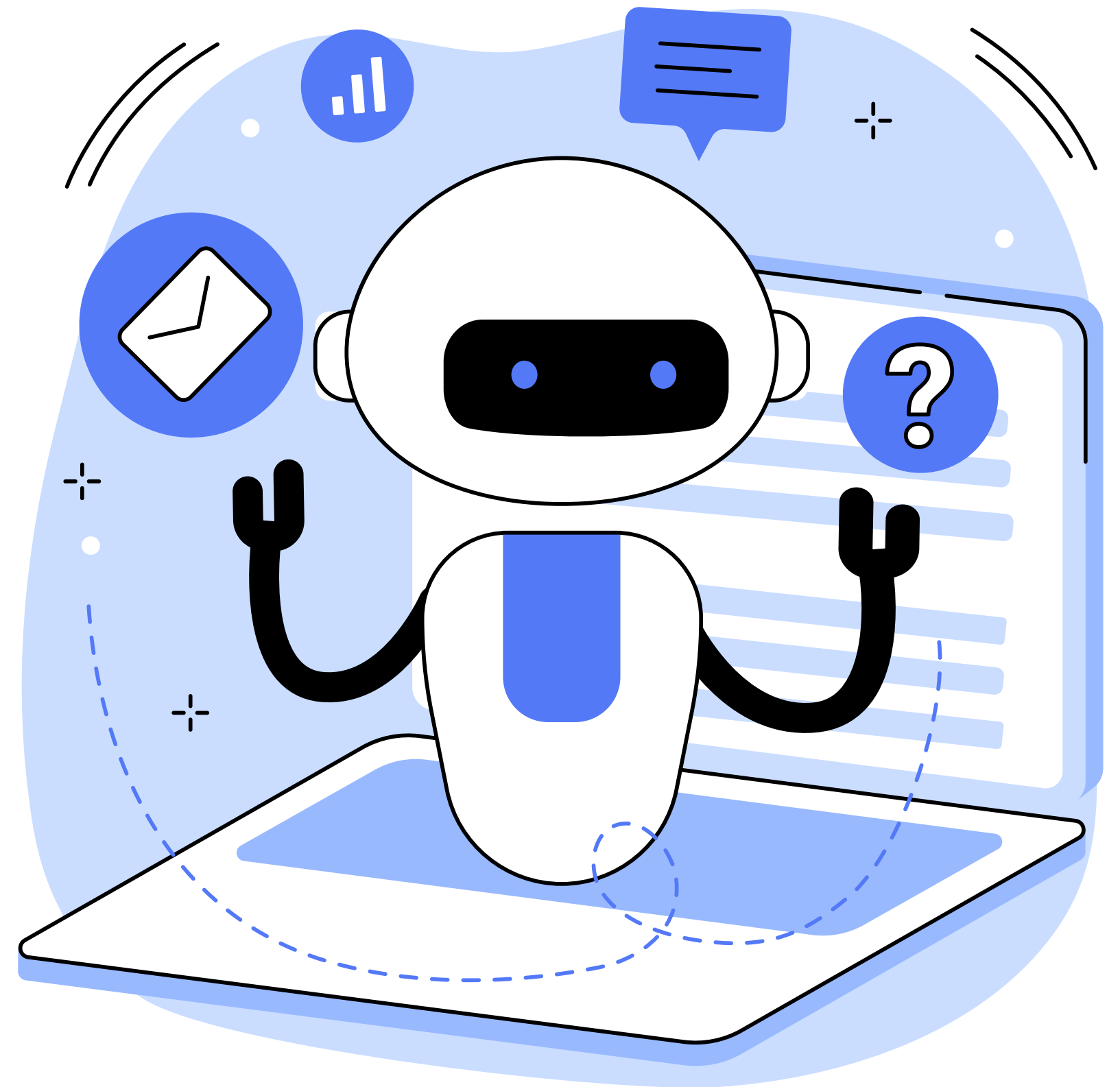
JOBSS portal with many opportunities!

5

We are located on the first floor of Buley Library near the Circulation Desk!

WHAT IS CHATGPT?

Chat GPT is an AI-powered chatbot. All you need to do is provide an input or prompt to the robot. The more context you provide to Chat GPT, the better the outcome. It can help you create a professional resume, cover letter, LinkedIn profiles; as well as research companies, search for jobs, prepare interviews, ...



STEPS TO CREATE A RESUME

Open an account:

Sign up at
<https://chat.openai.com/>



Tailor

Use the specific job description to refine and highlight the skills and experience that are most relevant to the position

Edit

- Remove errors
- Ensure accuracy
- Add missing info
- Use a resume template for look

Prepare a Resume

Your resume should include

- Education
- Experiences
- Other: Projects, Activities

Prompts

Use detailed and specific prompts. Ask follow up questions to refine the summary and bullet points



RESUME PROMPTS



Job Description Specific

I am going to send you a job description. What are the keywords for [insert job title here] at [insert company name here]?

Industry Specific

Can you add industry-specific jargon or keywords to my resume to ensure that it is optimized for ATS (Applicant Tracking Systems)?

Number Driven

Write resume bullet points for [insert job title here] and include metric-based achievements

Authentic

Generate a resume for me as a software engineer with 5 years of experience. It should highlight my experience with full-stack web development using Python and Django, and my experience with AWS and Docker

OTHER USES

SUMMARY

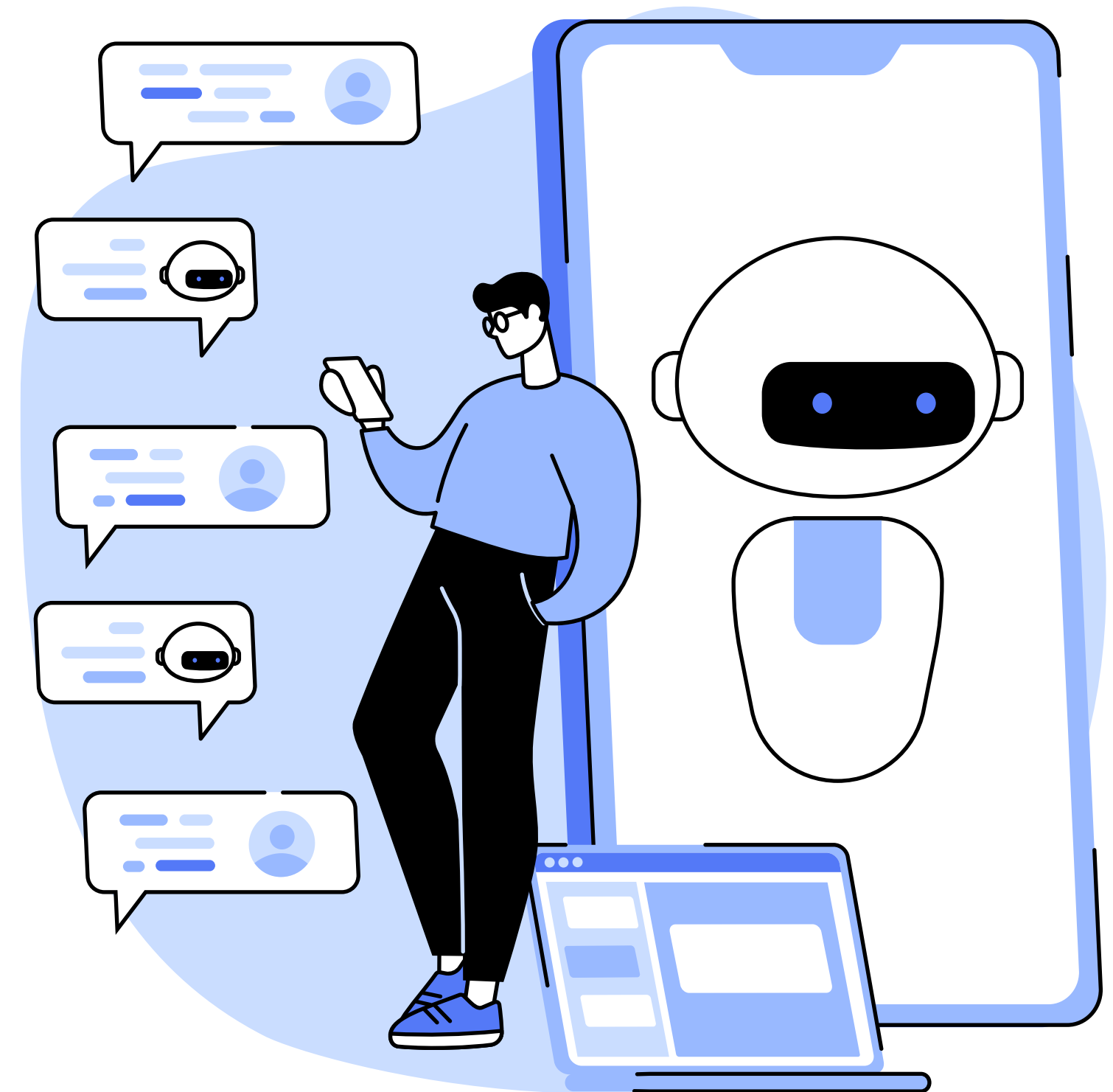
Use ChatGPT to write a compelling summary session text for your resume.

LINKED IN

It can quickly update your LinkedIn “About” section based on your resume.

COVER LETTER

It can also write your cover letter based on your resume and job description.

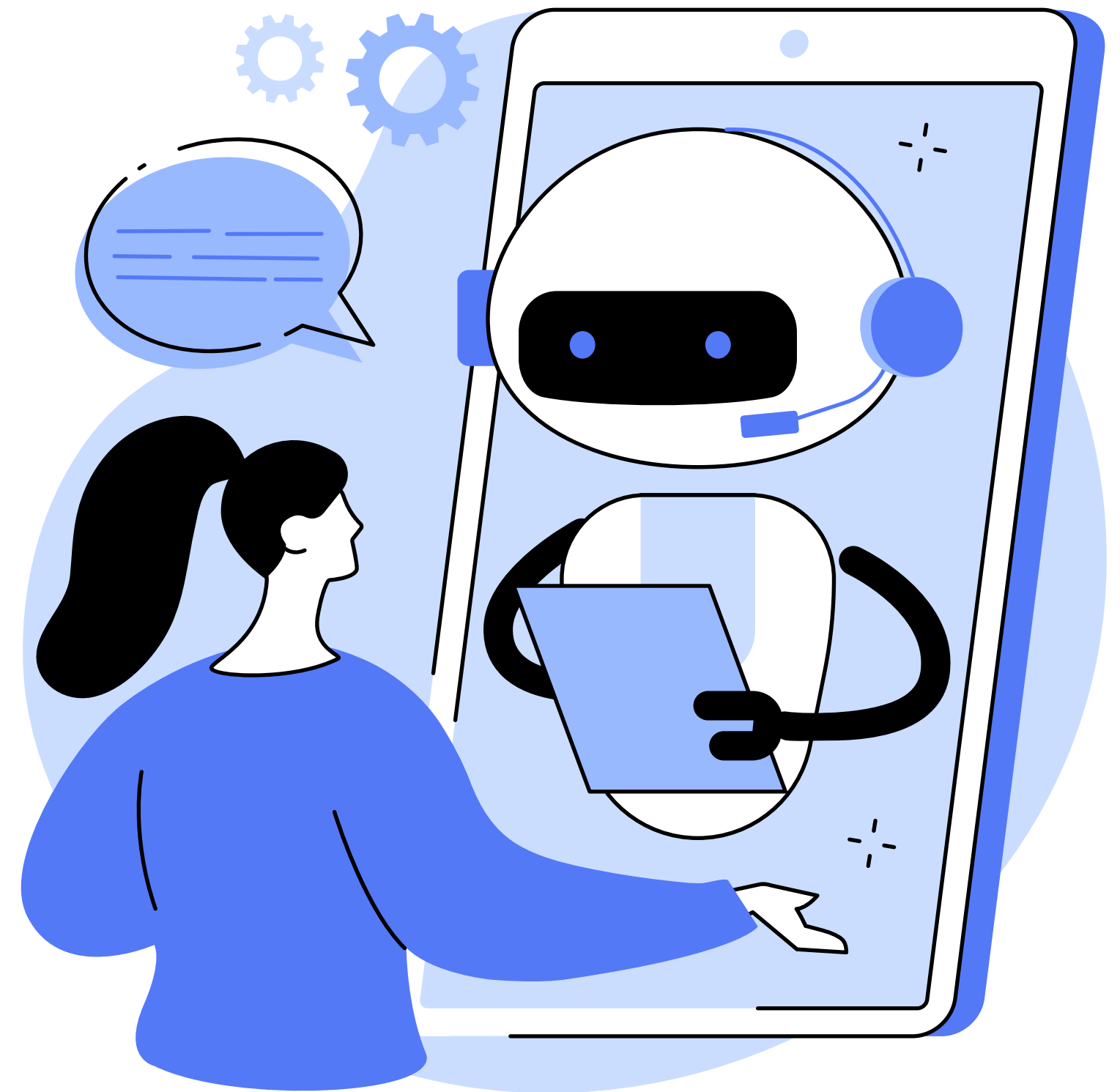


INTERVIEW

Ask it to give you sample interview questions commonly used by hiring managers in your field

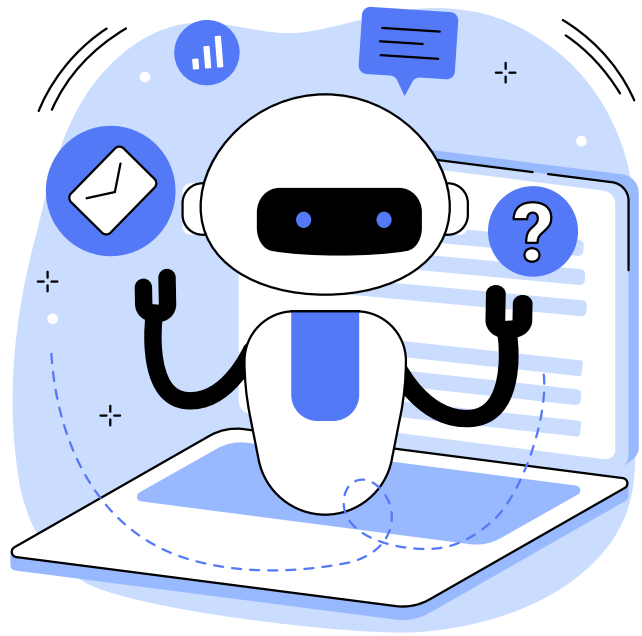
Ask ChatGPT to answer your interview questions using STAR model

Ask it to simulate a mock interview session with you and rate your responses

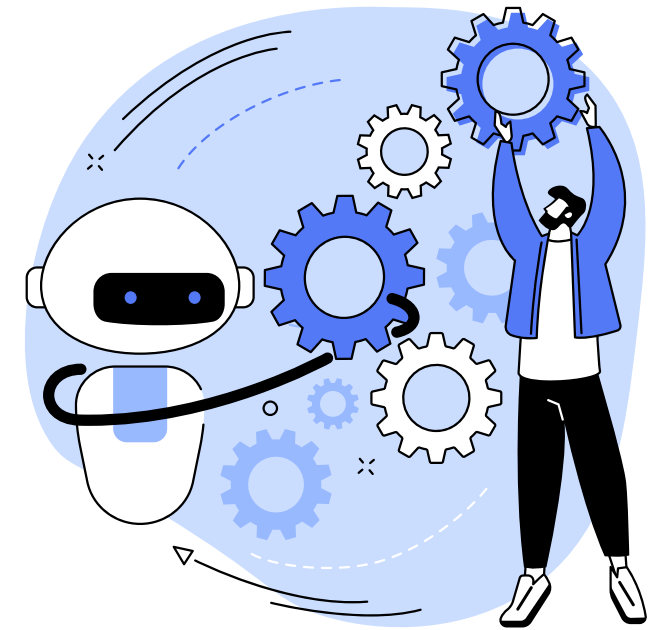


WHAT'S THE CATCH?





HOW TO OVERCOME THE DRAWBACKS?



Fact Checking

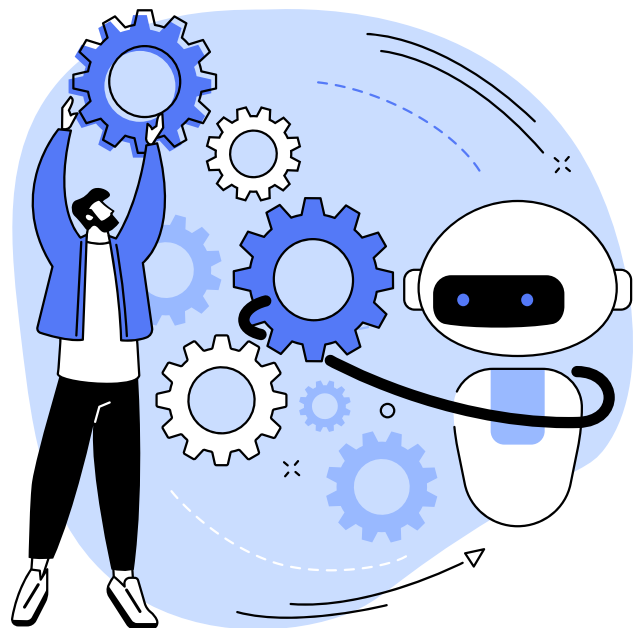
ChatGPT's website includes this warnings: "May occasionally generate incorrect information" and "may occasionally produce harmful instructions or biased information"

Personalization

ChatGPT does not incorporate your personality and writing style. Recruiters are more interested to know you.

Honesty

Copy and paste from ChatGPT may overstate your actual skill level. Remember to match your stories (especially during behavior and technical interview) with your bullet points and numbers



CONCLUSION

ChatGPT is a powerful tool that career centers need to learn and incorporate as part of the services. It is changing the traditional job search process and career counseling method. With that said, there is no replacement for human interaction and customized approach from human coaches due to its limitation.

