Using ChatGPT in Your Job Search

Go to: chat.openai.com to register for an account. You can also download the app on your phone.

Career Exploration:

Narrowing Down Your Career Path

- Exploring Options: Paste intriguing job titles into ChatGPT and ask for a typical day and the traits of people who thrive in those roles.
  - Example prompt: “Tell me about the typical day for [Job Titles] and the types of people who enjoy them.”
- Ranking Options: Ask ChatGPT to rank jobs based on your career goals, qualifications, and credentials.
- Testing Fit: Inquire about specific ways to test your fit for roles of interest. Actions can include volunteering, attending events, or taking classes relevant to the field.

Choosing a Career Path

- Identifying Matches: Paste your resume into ChatGPT to generate job titles that match your background. If seeking a new direction, list desired skills and your major if applicable, omitting unrelated past roles or education.

Application Materials:

Resume Enhancement with ChatGPT

- ATS Optimization: ChatGPT can review your resume for ATS compatibility, focusing on keyword relevance and simplicity in formatting.
- Template: Use an ATS-friendly template for a clean layout
- Customization: For each job application, merge the job description with your resume in ChatGPT to tailor your resume accordingly.

How Resumes Are Evaluated

- ATS and Human Review: Understand that resumes pass through ATS before possibly being seen by recruiters. Tailor your resume to ensure it aligns closely with job descriptions, focusing on a 50%-60% match with listed qualifications.
- Important Elements: Prioritize past job titles, location, and a succinct listing of your qualifications. Recruiters prefer detailed resumes over one-page summaries when the experience is relevant.
Effective Use of Keywords

- Importance: Keywords are crucial for passing ATS scans. Use ChatGPT to identify key terms from job descriptions in your field.

- Quantifying Achievements: Enhance bullet points with numbers and specifics. Ask ChatGPT to integrate achievements with relevant keywords for impactful resume entries.

Crafting Your Resume

- Education and Skills: Leverage ChatGPT to highlight relevant educational experiences, certifications, and skills. Tailor your education section and list of skills based on the job you're applying for.

- Professional Summary: The top third of your resume is critical. Craft a compelling summary with ChatGPT that aligns with the job description's opening statement.

Timing and Application Strategy

- Early Application: Aim to apply within the first 96 hours of a job posting to increase your chances of landing an interview.

- Job Alerts: Set up alerts for relevant job titles on preferred job boards. Utilize ChatGPT to ensure you're covering all potential titles used by employers.

Cover Letters

- Follow Directions: Adhere strictly to application instructions regarding cover letters.

- Customization: Utilize ChatGPT for tailoring cover letters to specific employers, emphasizing your skills and passion for the role.
Networking, Interviewing, and Salary Negotiation

The Power of Referrals

- Networking: Conduct informational interviews or leverage LinkedIn to connect with potential referees within your target companies.
- Direct Approach: When pressed for time, craft a concise email requesting a referral, highlighting mutual connections or shared backgrounds.

Preparing for Interviews

- First Impressions: Understand that interviewers often make snap judgments. Prepare to demonstrate both competence and warmth from the start.
- Storytelling: Use PAR or STAR methods to prepare stories that showcase your achievements. ChatGPT can help generate and refine these narratives based on your resume and job description.

Salary Negotiation

- Evaluating Offers: Use ChatGPT to weigh job offers against your career goals and personal criteria. Be strategic in considering multiple offers to enhance your negotiating position.

The goal of this worksheet is to serve as a comprehensive guide for utilizing ChatGPT in your job search, enabling you to apply these strategies effectively at your own pace.