LEVERAGING AI IN THE JOB SEARCH

ADAPTED FROM JEREMY SCHIFELING'S "CAREER COACH GPT"

1. IDENTIFY SEARCH TOOLS
Select Your AI Bot: ChatGPT (paid, Bing Chat (free), Google Bard (free), You.com (free)).
LinkedIn: Create and utilize a LinkedIn account.

2. FIND YOUR PATH
Use Your AI Tool to Find a Path:
- Generate 30 specific titles that could be a good fit for you based on My Favorite Skills: INSERT SKILLS, My Interests: INSERT INTERESTS, and My Resume: INSERT RESUME.
- Explore Your Options:
  - "Please tell me about a typical day for each of these job titles and the kinds of people who tend to enjoy them: INSERT JOB TITLES FROM PREVIOUS SEARCH."
  - And If You Still Cannot Decide: "Rank these jobs INSERT TITLES based on my Career Seals: INSERT SEALS, Qualifications: INSERT SKILLS + CREDENTIALS."

3. STRENGTHEN YOUR LINKEDIN
Create a Targeted LinkedIn Headline: Plus in "Generate a 220-character LinkedIn profile headline based on the following template, desired job title, and resume: Here's a template: DESIRED JOB LIST: "Seeking" if the candidate lacks experience: RELEVANT SKILLS FOR JOB: Here's the desired job title: INSERT JOB, Here's the resume: INSERT RESUME."
- Set Your Location: "For finding your location to where you are now, set it to where you want to work."
- Skills: "What are the 20 most common skills listed on job descriptions for JOB TITLE?"
- Education: "What are many of those skills that you can rightfully claim to your profile. Note: LinkedIn is not only interested in matching desire skills, but also the density of those skills that are on your profile. To incorporate your skills more into your bullet points, run this prompt: "Please incorporate the following keywords into my existing resume bullet points: Keywords: INSERT KEYWORDS, Bullet Points: INSERT BULLET POINTS."
- Experience: "What are the specific and fastest ways to learn INSERT SKILLS?"
- Getting Found: "Identify that you are open to work on your profile either publicly or only to recruiters. Increase your network by adding personal contacts on LinkedIn. Ensure you are following employers you are applying to or use AI to "Generate a list of the 100 top employers of INSERT JOB TITLE in INSERT INDUSTRY & INSERT LOCATIONS."
- Leverage Your Cover Photo: Get ideas to generate your cover photo by searching: "Please generate 10 ideas for a photo of INSERT ROLE in action."

4. IMPROVE YOUR RESUME
Ditch the Template: "Our resume needs to be easy for an ATS system to read and adding creative charts or funky fonts is going to hinder that."
Use Keywords In Your Bullet Points: Use the following prompt to figure out where keywords should go: "INSERT ROLE and INSERT TASKS, most relevant for INSERT ROLE."
And to wrap it all up, try "Generate a list of the 100 top employers of INSERT JOB TITLE in INSERT INDUSTRY & INSERT LOCATIONS."

5. SEARCH AND APPLY FOR JOBS
Apply for Jobs in the Golden Window: "96 hours within posting is the best time to get your application noticed. Make sure to set up job alerts on LinkedIn in order to optimize this. You can find a variety of names for the same job function by searching in the prompt: "What are the most common job titles used at companies instead of INSERT ROLE?"

6. PREPARE FOR YOUR INTERVIEWS
Prepare for Your Interviews: "Discover what interview questions may be common and how your experience may align with the following prompt: "Generate a list of the 10 most likely interview questions I’ll face based on the following job description and for each question, generate an answer in Situation, Task, Action, Result format, drawing only from my resume: INSERT JOB DESCRIPTION. Resume: INSERT RESUME."
Practice Your Responses: ChatGPT can also interview you and give feedback! Try the prompt: "I want you to interview me for INSERT ROLE. Let’s talk by phone in the prompt: "Please incorporate the above keywords into my existing resume bullet points: Keywords: INSERT KEYWORDS, Bullet Points: INSERT BULLET POINTS."
Skills: "Please generate 10 ideas for a photo of INSERT ROLE in action."

6. DEALING WITH OFFERS
Make Sure the Role is a Good Fit: To do this, use the prompt: "My career goal is INSERT GOAL. My skills are INSERT SKILLS, my interests are INSERT INTERESTS. Based on this context, please evaluate the following job opportunities to help me determine which is the best: INSERT OFFERS."