"Boomers and Bots: Embracing AI in Your Job Hunt!"*

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* This title was written by ChatGPT

What is ChatGPT?

- ChatGPT is a software program developed by OpenAI

- It is "Generative" Artificial Intelligence

- It analyzes input data (large data/language models) and "learns" how to mimic these language models

- It only "knows" what it has been trained on

- Advanced sentence completion
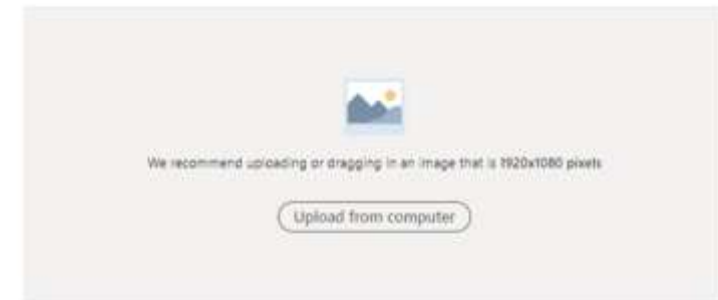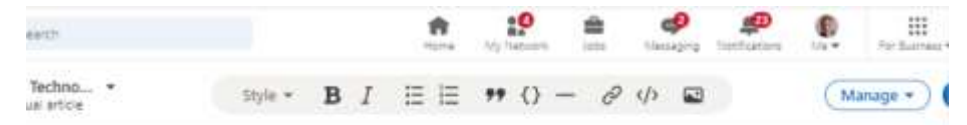
What Can I Do With ChatGPT?

- Find employment ideas
- Find employment opportunities
- Write/Edit/Punch Up Resume
- Match Resume to Job Requirements/Skills
- Draft Cover Letters
- Write articles for social media
- "Punch up" your online presence

AI In Other Products

- LinkedIn – "Write an article…"

- Google Docs – "Help Me Write…"

- Google Search – generates AI paragraphs to assist and direct search

- Bing Search engine
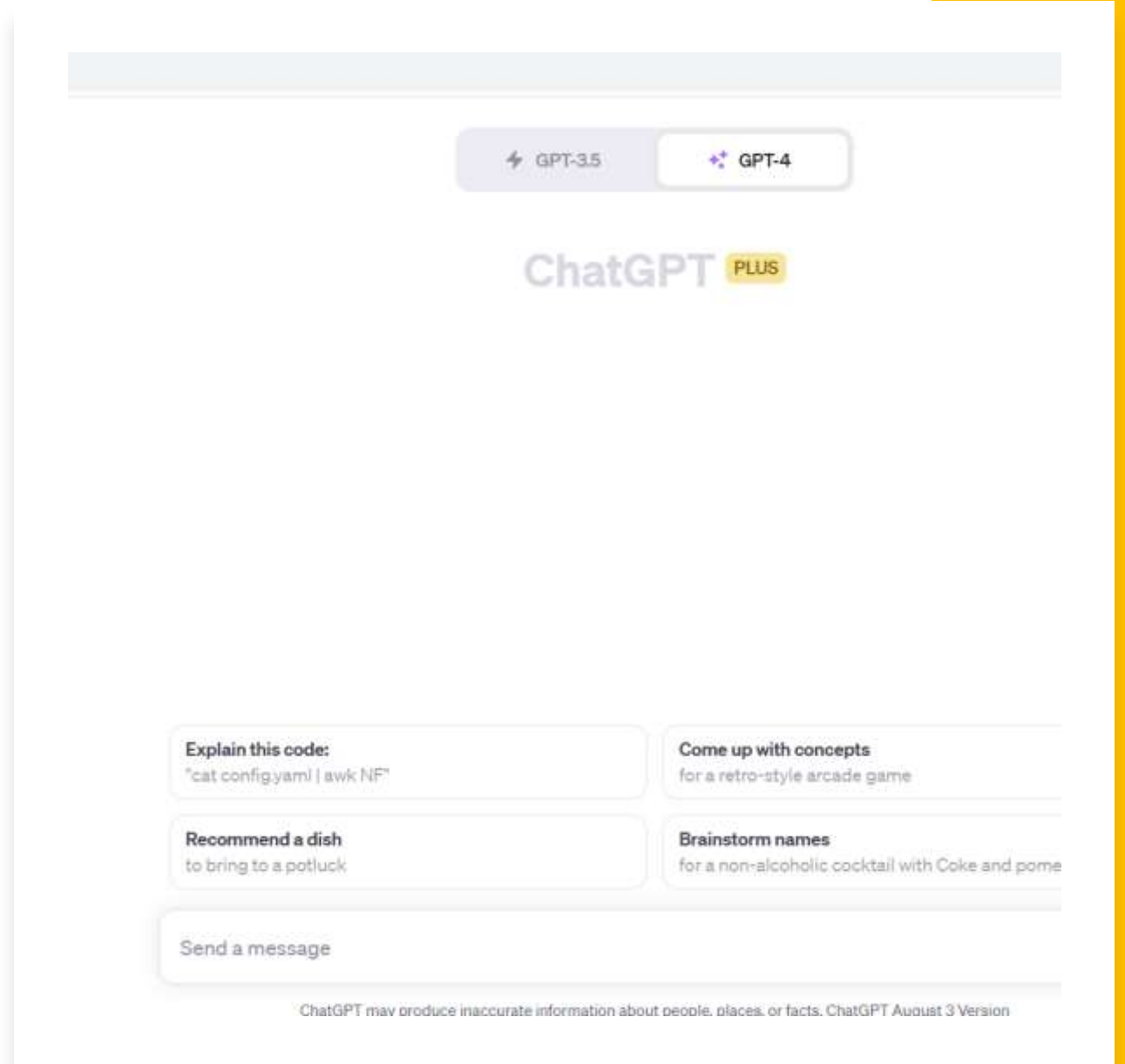
ChatGPT- AI in Social Media

For introductions to third parties

- "Write a short but effective intro to [person] on LinkedIn indicating my interest in the field of elevator repair.."
- Write a LinkedIn note to [person] indicating that [mutual friend] suggested I contact them about the position of [describe], and briefly describing my skills.
- Identify LinkedIn forums to follow for persons interested in nonprofit fundraising in the Washington, D.C. area.
- Write a brief article to be posted to LinkedIn on the challenges of returning to the workforce after caregiving.
- Write an article for LinkedIn on "new topics of concern for cold call pharmaceutical sales" after the Oxycotin experience.

How to Login

- https://chat.openai.com/
- Two versions – "Free" version (currently 3.0) free, but slow, waiting times, and limited training
- "Paid" ($20/month) used version 4.0.
  - Faster
  - More training
  - More descriptive

"Chatting" With ChatGPT

- Treat Your Request As A Conversation

- When writing your prompt, pose a question you want it to answer. As we often need to do when talking with a human, you may have to ask follow-up questions to get a more precise answer. Consider your prompt as the beginning of your conversation. (This is different logic than you use when searching Google.)

- Use Descriptive and Specific Prompts

- The more specific your prompt, the better the results. Remember the who, what, where, when, and why of writing. For example, if you using ChatGPT to help you write an email, specify the tone or "voice" you want it to use. This could be formal, friendly, or even use a character you want to emulate.

- Specify How You Will Use The Information Provided

It is an Iterative Process.. "same, but…"

- When you ask your question, explain how or where the information will be used. For example, tell ChatGPT you want it to create interview questions, a cover letter, or LinkedIn About section. Providing context helps ChatGPT provide the correct response.

- Ask For More

- If you aren't happy with the response from ChatGPT or want to see additional answers, ask it to show you more or tell you more. Or you could ask it to expand the answer.

Cut, Paste, Respond

FIND A POTENTIAL JOB DESCRIPTION

CUT AND PASTE INTO CHATGPT

SAY "WRITE A COVER LETTER FOR THIS JOB"

AND

ADD YOUR RESUME (CUT AND PASTE)

THEN SAY "REWRITE MY RESUME FOR THIS JOB…"

Vary the Question or Request

- Experiment With Varying Questions
- Try asking your question a couple of different ways to see if the response is different or better. Remember, the more detail you add, the better the response.
- Same but…
  - More formal
  - More sarcastic
  - More authoritative
  - More detail

How To Use ChatGPT For Job Search

- Consider ChatGPT your research assistant. It will save you time scouring the internet for answers to your questions. It also is extremely helpful for creating first drafts or outlines for emails, cover letters, resume content, and interview answers.

- Finding possible jobs

- "I am a 65 year old legal assistant looking for new jobs that will take advantage of xxx… what kinds of jobs should I look for…
What is a good job title for a person who….

Use AI To Get Unstuck Writing

- Have you ever wanted a template to help you write an email? Or maybe you're not sure what you should include in your cover letter to show you are qualified for the job. ChatGPT is a helpful tool to get you started. Of course, you will need to edit your final work but it takes some of the angst out of getting started.

- In this example, the query asked to write an email to Jim Smith a data analyst asking for an informational interview to learn more about the work he does at Microsoft.

Tips

- Be specific
- Include basic information
- Tweak the results
- "Same but…"
- Add new information
- Remember – it's a tool, not a panacea
- Rewrite in your own voice

ChatGPT informational interview email request

- Research Alternative Job Titles

- In this example, the prompt was to help identify job titles similar to "Fundraising"

- There are a couple of reasons why job seekers might want to search for alternative or similar job titles. First, sometimes you can't find jobs because you aren't searching for the correct job title. Second, you may want to broaden your job search so you can apply for more jobs.

Uncover Similar Jobs In A New Industry

- Let's say you want to switch industries. The obvious question is, what can I do there? In this prompt, the question was to identify job titles that are similar to product manager in the banking/finance industry.

- If you no longer love your job, sometimes changing industries is a good way to pivot. You'll use a lot of the same skills but in a different environment. But you first have to know what job titles to target.

Create A List of Target Companies

- What are the top companies in the DC area that do physical therapy?
- What are the top 20 places to work in the DC area that have a medical sales role?
- What are the highest paid jobs in the DC area for someone who wants to be an administrative assistant?
- I am a lawyer who no longer wishes to practice law. What are some good jobs for me to look for, and some companies I could apply to?

- It can be challenging to find lists of companies within a certain industry. This is at least a starting place to help uncover some companies to be exploring.

- This would also be a good time to use "more" or "expand" to show more answers. And of course, you will have to research these companies and review their careers page.

- ChatGPT list of target companies

OUT-OF-THE-BOX WAYS TO BUILD A TARGET COMPANIES LIST

Craft Questions To Ask During An Informational Interview

- "Draft a dozen questions to ask during an informational meeting to learn more about what an aerospace engineer does."
- "What questions should a job applicant ask for a job at ABC company?"
- What are the top questions job applicants ask about the job of xxx?"
- "Draft five intriguing questions I can ask during a job interview"
- ChatGPT questions to ask in an informational meeting

Predict Questions You'll Likely Be Asked During Job Interview

- One of the best ways to prepare for a job interview is to practice answering questions… but what questions? Below you'll see how to ask ChatGPT what questions to expect.

- I asked ChatGPT: What behavioral job interview questions can I expect for this job? [inserted job posting]

- ChatGPT behavioral interview questions

6 Smart Questions to Ask the Interviewer

What skills does the ideal candidate for this position have?

How is performance measured in this job?

Can you describe a typical day for this position?

What are the immediate challenges a recruit faces in this job?

What do you like most about working for this company?

What are the company's biggest challenges currently?

Avoiding "Blank Page" Syndrome

Draft a friendly thank-you letter from [Me] to [interviewer] thanking them for interviewing me on [date] for the position of [position] with [company.] Include next steps, and mention how I hope their daughter was successful in her volleyball competition…

Draft a response to my September 15 Zoom interview with Ms. Smith asking what the next steps are, and setting out salary expectations - make it informal and courteous.

Redraft the attached [cut and paste] resume to match the following [cut and paste] job description. In particular, make sure essential key words in the job description are mentioned in each of my previous job description.

AI Wars

As people use ChatGPT and AI more, companies also use it to filter out applicants.

There is a war between those who use AI and those who seek to detect those who use AI

Essential to use AI and ChatGPT as a TOOL to HELP, not as a substitute for original work

WARNING

- ChatGPT is not an authoritative source. In fact, it doesn't reference the source of information at all. Therefore, you'll want to verify the accuracy of the information it provides.

- Do not use the raw output as your final product. In other words, don't cut and paste ChatGPT answers as your own work. Always edit responses to make them sound more like your voice before using them.

- There are tools that can identify content that is likely created by AI. They are called AI content detectors or ChatGPT detectors. If you don't edit the response from ChatGPT you should know that your work may be called out.

- AI programs have limitations based on their training model, the data used, the output files and the problem of "hallucination"

Questions?

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