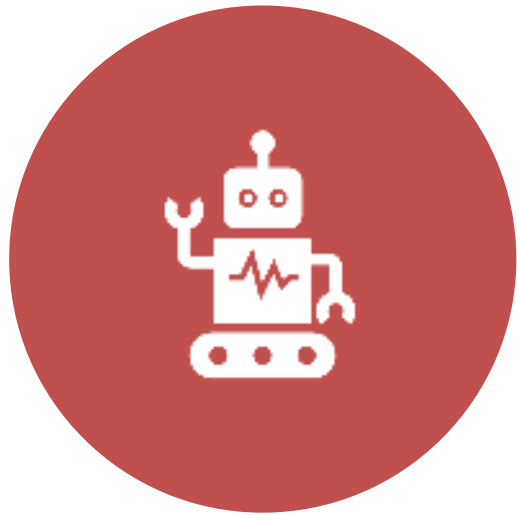# AI and Career Guidance: Elevating Your Career Using Generative AI

Demonstration of AI Tools for Career Success

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Introduction

WHAT AI IS AND ITS ROLE IN CAREER DEVELOPMENT

HOW GENERATIVE AI CAN ENHANCE CAREER-BUILDING PROCESSES

AI for Learning and Skill Development

Learn new topics using AI

Example: 'I want to learn about [topic]. Share the most important 20% of information.'

Using AI to Build an Effective Resume

Create, edit, and tailor resumes using AI

Example: 'Write a draft of a resume for [insert job title].'

Enhancing Cover Letters with AI

Craft professional, tailored cover letters with AI

Example: 'Create a compelling cover letter for [insert job title].'

Preparing for Interviews with AI

GENERATE INTERVIEW QUESTIONS AND SIMULATE INTERVIEW PRACTICE

EXAMPLE: 'USING THIS JOB DESCRIPTION, CREATE 8 INTERVIEW QUESTIONS.'

Prompt Engineering for Career Guidance

Improve your prompts to get the best results

Example of an effective prompt to assist career growth

Ethical Considerations

• AI is a tool: Ensure that while AI can help generate ideas, the final content should be uniquely yours and reflect your personal experiences.

- • Do's:
  - Use AI for brainstorming and organizing career-related documents.
  - Edit and personalize AI-generated content to align with your own voice and goals.
- • Don'ts:
  - Do not submit raw AI-generated content without reviewing and editing.
  - Never input personally identifiable information (PII) into an AI tool, such as your full name, address, or social security number.

Conclusion, Q&A, and Final Thoughts