



Elevating Your Career Using Generative AI

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Learning a New Topic

I want to learn about [insert topic]. Identify and share the most important 20% of learnings from this topic that will help me understand 80% of it.

Resume Prompts – Remember to take out any personally identifiable information prior to entering an input into an AI tool.

Write a draft of a resume for [Insert Job Title & Description], including the following information [Relevant Details and Experience]

Proofread my resume below. Fix grammar and spelling mistakes. Revise my resume to contain action verbs and have a balance of outlining my responsibilities with accomplishments. [Insert Resume].

Tailor my resume to this job description for a [Insert Job Title] role at [Insert Company]. [Insert Resume]

Create a compelling professional summary for a job application using my resume and the job description below as a reference, and keep it to 500 characters or less. [Insert Resume].

Cover Letter Prompts - Remember to take out any personally identifiable information prior to entering an input into an AI tool.

Create a compelling cover letter for [insert job title] at [insert company] in a conversational but also professional tone, using job responsibilities below as a reference. Keep the cover letter to 500 words or less. [Insert job details].

Proofread my resume below. Fix grammar and spelling mistakes. Revise my cover letter to sound more professional. [Insert Cover Letter].

Edit my cover letter to highlight [skills and/or traits] for [job title] at [insert company]. [Insert Cover Letter].

Interview Prompts

Using this job description, create a list of 8 possible job interview questions. [Insert job description].

You're the interviewer for this role, [job description]. Conduct a mock job interview for me. The questions should be highly relevant to the job, desired skills, and experience.



I am interviewing for this role, [job description]. In the interview, my answer to [Question] is [Answer]. Critique my answer and provide constructive feedback for improvement or other considerations.

Using AI to Help Write a Prompt (Mollick, 2023)

If you are new to ChatGPT or other Generative AI tools and still need to refine or a novice at writing prompts, that is okay. Ethan Mollick has given this guidance on a prompt to ask Chat GPT or another Generative AI tool. It should be noted that the Generative AI tool for prompt assistance must be using GPT-4 or higher (for reference, the free version of ChatGPT is currently using 3.5). Edit this prompt:

“First, ask me what I want to do. Pause and wait for my answer. Ask questions to clarify as needed. Second, once you have the information, suggest a prompt that includes context, examples, and chain of thought prompting where the prompt goes step by step through the problem. Third, show what your response as [name of the Generative AI Tool] would be to the prompt. Fourth, ask if the user has any suggestions and help them revise the prompt.”