Using AI for Career Exploration & Job Search

Key Principles

AI works with you, not for you.

- Helps brainstorm ideas

- Offers different perspectives

- Speeds up repetitive tasks

- You must still make the final decisions

Caution: Letting AI "do it all" can lead to incorrect info, generic work, and even plagiarism. Use AI as a supportive tool, not a replacement for your own judgment.

How to Write Effective AI Prompts: The P.R.O.M.P.T. Acronym

- Purpose: Be clear about what you want (essay, list, idea, plan).

- Role: Tell AI who it should act like (teacher, recruiter, coach).

- Output Format: Decide how it should answer (bullets, paragraph, table).

- Message Detail: Give context, background, and specifics.

- Parameters: Set limits (word count, tone, level of detail).

- Tone/Target Audience: Say who it's for (freshmen, professionals, casual, formal).

Example AI Prompts for Career Exploration & Job Search

1. Career Advisor Prompt

Please help me find job vacancies that match my career goals. My current job is [insert job title] and I have [insert number] years' experience. Act as a career advisor and help work out what my next step should be and where I should look for roles. Ask me any questions you need to know the answer to in order to advise me, one at a time. When you have enough information, suggest roles either within my current industry or outside of it, that I might be suitable for, according to my skills, experience and aspirations. Then advise me on job boards and websites, as well as other channels such as recruiters or networking opportunities, where I will find suitable vacancies, and keywords to use while searching.

2. Researching Job Role Prompt

I want to apply for positions as a [insert job title]. Please provide me with up-to-date information on the skills and qualifications usually required for this role, examples of prior experience or work experience that would make me an exceptional candidate during a recruitment process for this role, information on the soft skills, aptitudes and personality traits that employers are likely to recognize as valuable in this role, and suggestions for recognized certifications or training that would improve my chances of success.

3. Interview Prep Prompt

I want you to act as a recruiter for [company name], which is [describe the company and what it does]. Ask me questions that I am likely to be asked in an interview for the position of [insert job title]. Ask the questions one at a time, and ask me follow-up questions if you don't get all the information you need from me. Ensure questions are appropriate for the level of seniority and the experience requirements of the role. When you have asked me all the questions you need in order to assess my suitability for the role, give me feedback on how well I did, and advice on how I could have improved my interview performance.