**6 Tips for Using ChatGPT to Accelerate Your Job Search**

Article3 min

It's an exciting world when AI (artificial intelligence) can help us in everyday life, from personalizing learning to autonomous vehicles. Enter ChatGPT, a cutting-edge AI tool, to help you become more efficient with your job search process. See the 5 tips listed to get started!

Access ChatGPT

1. Search “ChatGPT” In Google Search Bar
   1. Click [Introducing  ChatGPT - Open AI](https://openai.com/blog/chatgpt)
   2. Click “Try ChatGPT”
   3. Click “Sign Up”
   4. Also, feel free to [Download the Chat GPT Chrome Extension](https://chrome.google.com/webstore/detail/chat-gpt/fnmihdojmnkclgjpcoonokmkhjpjechg)

Tip 1: Analyze Job Descriptions

1. ChatGPT can distill the essential information about a job for you
   1. Copy and paste your target job description into ChatGPT.
   2. Next, ask ChatGPT to: *“Highlight the 3 most essential responsibilities in this job description [Insert Job Description]*

Tip 2: Specify Your Resume

1. ChatGPT can help personalize your resume for a target role
2. Input the following into ChatGPT:
   1. *“Please personalize my resume for this [Job Title] position at [Company].”*
   2. *“Here is the job description: [Past Job Description].”*
   3. *“And here is my resume: [Paste Resume].”*

**\*\*\*Please double-check results for accuracy and applicability to your professional experiences\*\*\***

Tip 3: Optimize Your Resume Bullets

1. ChatGPT can help you evaluate your bullets for language and metrics
2. Copy and paste a bullet from your resume into ChatGPT.
3. Next, input the following into ChatGPT:
   1. *“Please rewrite this bullet in under 20 words using compelling language and measurable metrics from my resume: [Paste Resume}”*

Tip 4: Write Your Cover Letter

1. ChatGPT can help in writing a highly personalized cover letter
2. Input the following into ChatGPT:
   1. *“Please write a personalized cover letter for this [Job Title] role at [Company]”*
   2. *“Here’s the job description: [Paste Job Description]”*
   3. *“And here is my resume: [Paste Resume]”*

Tip 5: Write Cold Emails

1. ChatGPT can help in writing highly personalized cold emails
2. Input the following into ChatGPT:
   1. *“Please write a personalized cold email to a recruiter at [Company] for this [Job Title] role in 100 words or fewer”*
   2. *“Here’s the job description: [Paste Job Description]”*
   3. *“And here is my resume: [Paste Resume]”*

Tip 6: Prep for Interviews

1. ChatGPT can help you understand what companies are looking for in their interviews
2. Ask ChatGpt the following questions:
   1. *“What specific skills and experience should I highlight in an interview for [Job Title] in [Specific Industry]?”*
   2. *“What are the 10 most common questions companies ask when interviewing a(n) [Job Title]?”*
   3. *“Draft an answer to the interview question [Insert Question]. The answer should use compelling language and include measurable outcomes .”*

**REMEMBER, CHAT GPT IS NOT A REPLACEMENT FOR YOU!**

Instead, let ChatGPT do 80% of the baseline work for resume and interview preparation, and let it help with expediting your job search preparation!  Please make sure to edit, personalize, and fact-check the information ChatGPT gives you.

More prompt for resume and job search:

-I am looking to update and improve my resume. Can you list out 5 different ways chatGPT can help me improve my resume? -Can you read the below resume and suggest imrpovements in language and tone? **inserts resume** -Can you make revisions to the resume based on the above feedback you provided? -The following are a list of responsibilities for a supply chain job I'm applying for: **insert responsibilities** -Based off the previous list of responsibilities. Can you read the below resume and make suggestions for language that tailors the resume to the responsibilities mentioned before: -Can you rewrite this list of skills to emphasize the most important skills for the above job requirements: SKILLS