



## Reading: Welcome to the course

W E L C O M E

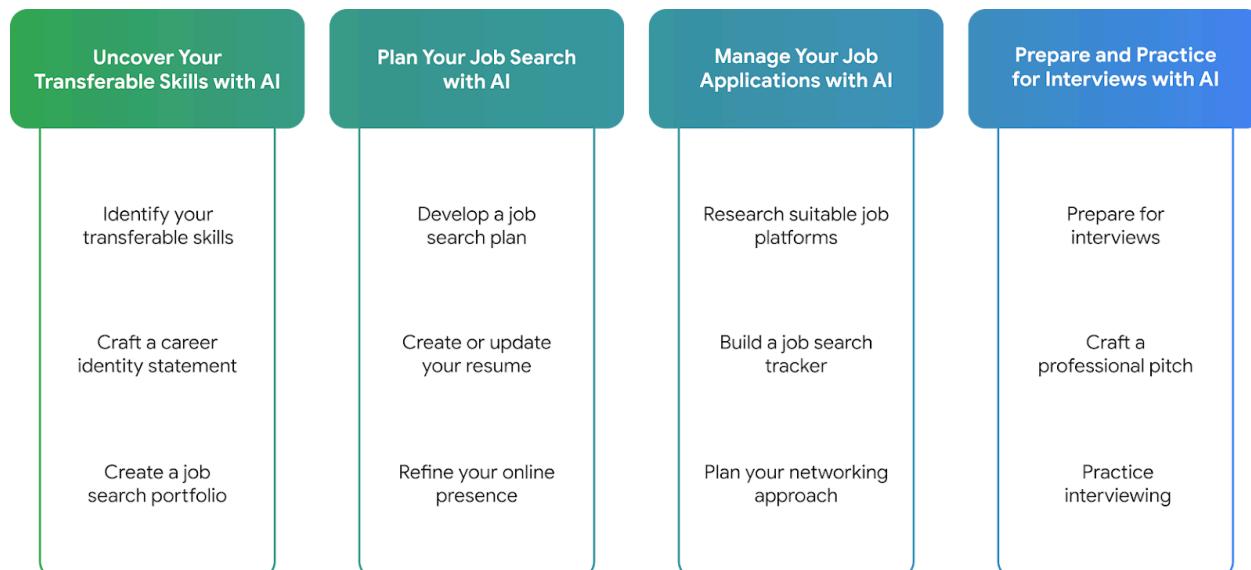
### to Accelerate Your Job Search with AI

Hello, and welcome to Accelerate Your Job Search with AI!

Throughout the course, Google experts in recruiting, professional development, and hiring will guide you on how to stand out as a top-tier candidate in your job search. But to ensure a comprehensive and well-rounded understanding of the job market, this course has also been developed in collaboration with a diverse range of seasoned professionals outside of Google.

You'll hear directly from employers and hiring managers across various industries as they share what makes an applicant stand out. Additionally, experts from leading workforce nonprofits will offer critical insights from their experience supporting a wide range of individuals looking for jobs, providing guidance on navigating career challenges and building resilience. Finally, professionals from educational institutions will share foundational career development principles and address the specific challenges faced by people new to the job market.

### Your learning journey



This course is divided into four modules:

1. **Uncover your transferable skills with AI:** Lay the foundation for your job search. You'll identify your transferable skills so that you can highlight them in your job search materials and demonstrate your value to employers. Then, you'll use [Career Dreamer](#)—an AI-powered tool—to help craft a career identity statement and explore career paths. Note: *Career Dreamer is currently only available in the U.S. For those outside of the U.S., please be assured that this will not impact your ability to complete the course, and other tools covered beyond this lesson are accessible in most markets.*
2. **Plan your job search with AI:** Explore the most impactful ways to present yourself to employers. You'll use Gemini to create a job search plan and help tailor your resume. You'll also establish a professional online presence that gets you noticed.
3. **Manage your job applications with AI:** Stay organized and proactive throughout your job search. As you apply for jobs, you'll use Gemini in Google Sheets to create an efficient application tracker. You'll also explore online job platforms and gain valuable networking tips.
4. **Prepare and practice for interviews with AI:** You'll use [NotebookLM](#) to generate role-specific practice interview questions. Then you'll practice interviewing techniques like the STAR method with Gemini Live and get real-time feedback on your responses.

## Meet your instructors

**Tony, Senior Program Manager, Google.** After 15 years in traditional finance across various companies, Tony shifted his focus in 2016 to developing exceptional young talent into expert finance professionals, through leading Google's Genesis program. Members of the Genesis program rotate through various areas of corporate finance—working on everything from creating financial models for product teams, to collaborating with stakeholders on process improvements. In his current role, Tony's team is also exploring how AI can help organizations and individuals become more efficient, and provide strategic insights for better planning, offering deeper impact overall.

**Sydney, Senior Recruiter, Google.** Sydney has spent over 10 years helping companies build strong teams. At Google, her hiring expertise covers core product marketing, strategy, and analytics. Recently, she has particularly enjoyed her involvement in hiring for the expanding Gemini Product Marketing team. Overall, Sydney plays a key role in identifying and attracting top talent to foster innovation and growth within the teams she supports.

## Job search portfolio



Remember to save your materials

Create a new folder in your [Google Drive](#), and title it **Job Search Portfolio**. You'll save all of the materials you create in this course in this folder. This will keep you organized and prepared throughout the job search process.

By the end of this course, your job search portfolio will contain:

- Strategies for addressing job search challenges and goals
- A career identity statement
- A job search plan
- A job search tracker
- An optimized resume
- A list of common interview questions and customized responses
- A 20-second professional pitch

## AI prompt library

To help you better use AI throughout your job search, refer to the [AI Prompt Library](#). This library contains all of the prompts included in this course, giving you a strong starting point for generating your job search materials.

We encourage you to copy this AI Prompt Library and then personalize it by adding your own prompt. Then, you can access this helpful tool whenever you need AI support during your job search.

Ready to make your job search more efficient and streamlined with help from AI? Let's go!

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