



How to Use ChatGPT in Your Job Search

Global Mentorship Initiative

globalmentorship.org

Copyright ©2023 Global Mentorship Initiative, All Rights Reserved.

ChatGPT Learning Objectives

- ✓ This session will provide specific and detailed examples for how you can use ChatGPT during your job search.
- ✓ You will learn how to sign up to use ChatGPT and how to ask questions to generate the most helpful answers.
- ✓ During your mentorship, you will be provided with over 60 questions/queries to ask ChatGPT during each of the nine phases of a job search. Use these questions as examples to customize your own queries.
- ✓ Experiment by asking questions in different ways or ask ChatGPT to regenerate a response to the same question.



What is ChatGPT?

ChatGPT is an AI language model that generates human-like text responses in a conversational manner.

It is trained on a large amount of data, allowing it to provide information and engage in dialogue on many topics.

<https://chat.openai.com/>

How ChatGPT can help in your job search

Resume/Cover Letter Assistance:

ChatGPT can provide guidance and suggestions for improving your resume and cover letter. You can ask for tips on formatting, content, and keywords to make your application stand out.

Interview Preparation:

ChatGPT can assist in preparing for job interviews by simulating interview scenarios and providing potential questions and answers. It can help you practice and refine your responses, improving your confidence and performance.

Career Advice:

ChatGPT can offer general career advice, such as suggesting industries or roles that align with your skills and interests. It can provide insights on career paths, required qualifications, and growth opportunities.

Job Search Strategies:

ChatGPT can assist in developing effective job search strategies, such as identifying relevant job boards, networking platforms, or professional associations to explore. It can also provide guidance on crafting effective search queries and utilizing online resources.

Industry Insights:

ChatGPT can provide information about specific industries, current job market trends, and emerging fields. It can help you stay updated on relevant technologies, skills in demand, and industry-specific certifications.

*This entire page was generated by ChatGPT.

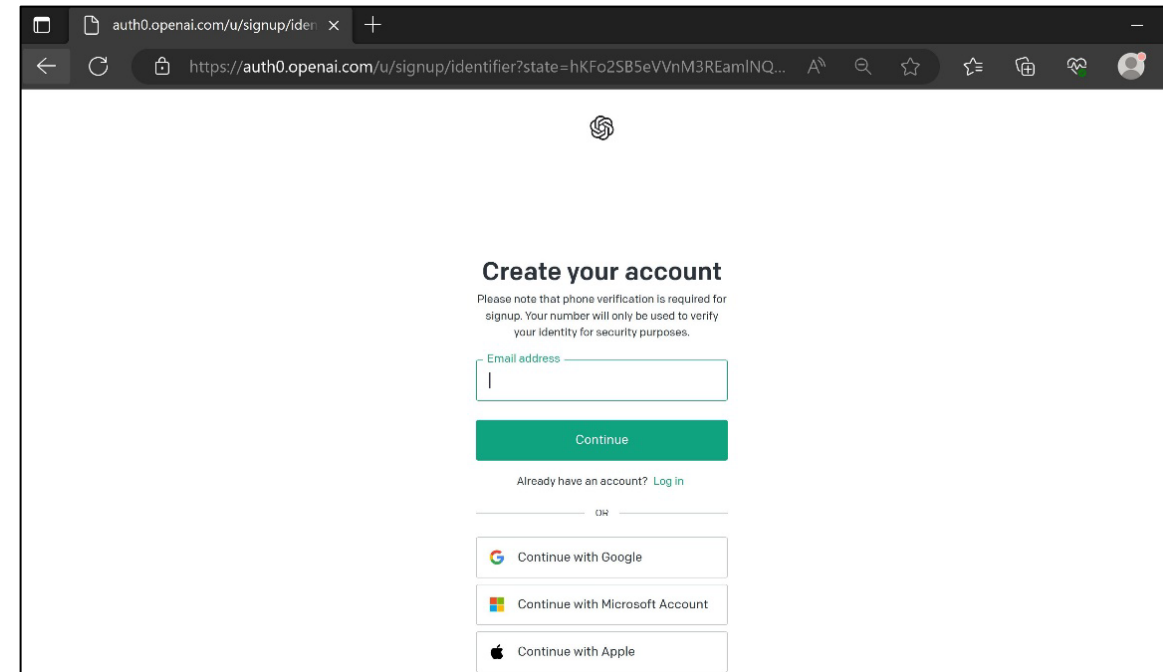
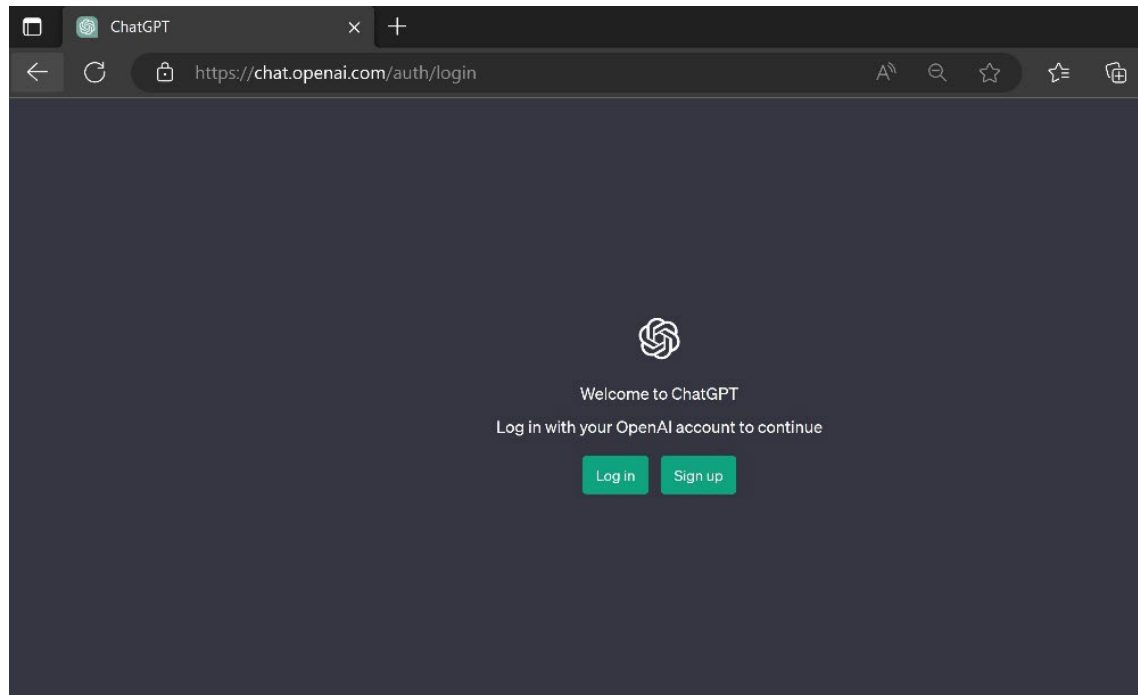
How to Get ChatGPT

Launch application and sign up.

You can use your existing Microsoft, Google, or Apple accounts to link ChatGPT to them.

Or sign up using an email address.

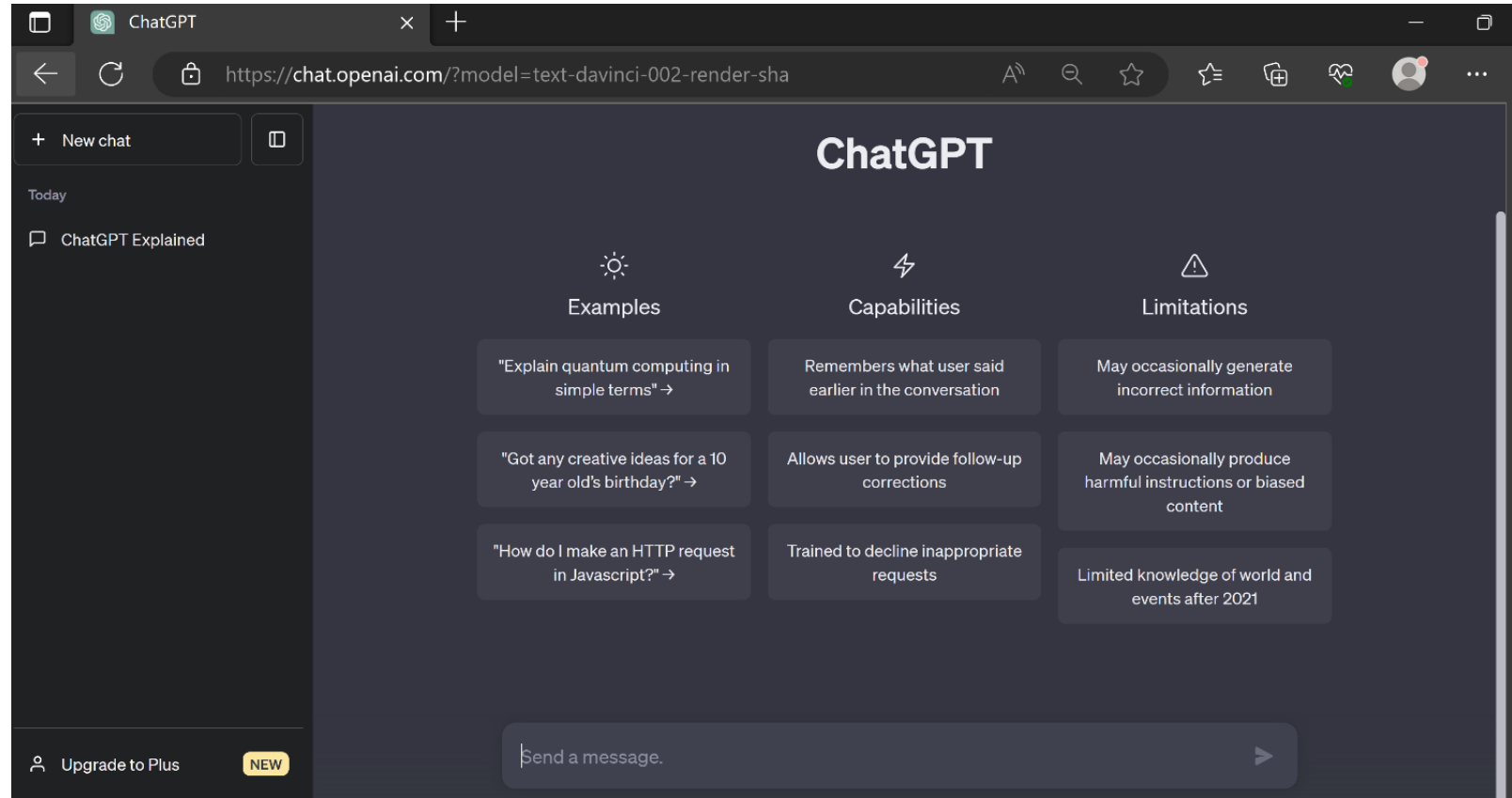
<https://chat.openai.com/>



How to Use ChatGPT

Ask questions as if you were speaking to someone.

<https://chat.openai.com/>



Limitations and Potential Errors

<https://chat.openai.com/>

As an AI language model, ChatGPT does not have consciousness or beliefs, and does not access or store personal data from conversations unless explicitly provided for the purpose of the conversation. It is designed to respect user privacy and confidentiality.

However, the model has several limitations:

Knowledge Limitation

ChatGPT is based on the GPT-3.5 architecture and was trained on a diverse range of internet text up until September 2021. But it doesn't know specifics about which documents were in its training set or have access to any proprietary databases, classified information, or user-specific data.

Understanding Limitation

Although the model generates responses based on the input, it doesn't understand text in the same way humans do. It doesn't have beliefs, opinions, or emotions.

Content Accuracy

Given that its responses are generated based on patterns and information in the data it was trained on, **there's a possibility of the model producing incorrect or misleading information.**

Ethical Considerations

While OpenAI has implemented measures to make the model refuse inappropriate requests, there might be some instances where it might respond to harmful instructions or exhibit biased behavior.

Remember to never share sensitive personal information with ChatGPT or any other AI, and to use the information provided by it responsibly. Always cross-verify information from multiple reliable sources.

Using ChatGPT During Your Job Search

Assisting you during the process of finding and acquiring a job.

<https://chat.openai.com/>

Nine Phases of the Job Search

1. Research job opportunities
2. Network for job connections
3. Get character references
4. Prepare your LinkedIn profile and resume/CV
5. Connect with hiring managers
6. Prepare for job interviews
7. Conduct job interviews
8. Manage the job offer
9. Start a new job

1

Research Job Opportunities

Example questions when beginning your job search

<https://chat.openai.com/>

Objective	AI Query
Where to apply	What are the five biggest accounting companies in <country>?
Where to apply	What are the career websites for the top five accounting companies in <country>?
Where to apply	Where can I find open job positions for <company>?
Where to apply	What are the best companies in <country> to work for if I am an accountant?
Informational Interviews	Write an email to Jim Smith a Financial Analyst asking for an informational interview to learn more about the work he does at <company>.
Informational Interviews	What questions should I ask someone to learn more about what they do as a software engineer at <company>?
Informational Interviews	Write a thank-you note to Jim Smith who gave me an informational interview about being a software engineer at <company>. Ask them if they could refer me for potential job opportunities.

Network for Job Connections

Example questions to build
your professional network
for job opportunities

<https://chat.openai.com/>

Objective	AI Query
Connecting	<i>See GMI AI database and GMI Advanced LinkedIn Training Module for strategy and templates.</i>
Announcing your graduation on LinkedIn	Write a LinkedIn post announcing that I have graduated from the <university> with a degree in accounting and are now looking for a job.
Visibility	How can I get the most views from my LinkedIn post?
Visibility	What is the best time to post on LinkedIn?
Visibility	Write an "about" statement for my LinkedIn profile using the text below.
Connecting	What professional associations in <country> should I join for software engineers?
Connecting	Other than LinkedIn, what networking apps are used in <country>?

Get Character References

Example questions to get referrals and references

<https://chat.openai.com/>

Objective	AI Query
Asking for references	How can I get more people to recommend me on LinkedIn?
Asking for references	<p>Write an email requesting that someone write a LinkedIn endorsement for me. I worked with this person for three years at <company> as a <job title> and she was my manager. Below is the suggested text for them to use but improve this.</p> <p>I have worked with <your name>for over three years at <company> in the Finance department and she has always been a very competent and dedicated employee. She has always demonstrated a willingness to help when needed and volunteers to help her coworkers.</p>
Thank-you note after someone refers you	Write a thank-you note after someone writes a LinkedIn recommendation for me.

4

Prepare Your LinkedIn Profile and Resume/CV

Example questions prepare your marketing plan

<https://chat.openai.com/>

Objective	AI Query
Using keywords	What are the keywords I should use in my resume/CV for a project manager job at an IT company in <country>?
Using keywords	What are the keywords I should use on my LinkedIn profile for a project manager job at an IT company in <country>?
Using keywords	Where should I include keywords on my LinkedIn profile?
Resume/CV	When should I use a resume vs. a CV?
Resume/CV	Highlight the three most important responsibilities in this job description. (paste job description)
Resume/CV	Personalize my resume/CV for this job description. Here is the job description and my resume/CV.
Resume/CV	Make a list of resume/CV bullet points for these accomplishments.

Connect with Hiring Managers

Example questions help in
your correspondence

<https://chat.openai.com/>

Objective	AI Query
Initial connection	Write a LinkedIn message to a hiring manager for an accounting position at <company> in <city, country>.
Follow-up email if no reply	Write a follow-up email to a hiring manager for an accounting position at <company> in <city, country> if they have not responded to my first email introduction.
Cover letter	Write a cover letter for this job. Below is the job description and my resume/CV.
Thank-you note	Write a thank-you note for an interview for this job description. Below is my resume/CV.
Follow-up email after being rejected	Write a follow-up email to a hiring manager for an accounting position after they have rejected your job application asking for other opportunities?
Email accepting the job offer	Write a follow-up email to a hiring manager for an accounting position after they have offered you the position saying that you accept.

6

Prepare for Job Interviews

Example questions to be
ready for an interview

<https://chat.openai.com/>

Objective	AI Query
Company research	What type of job interview process does <company> typically use?
Company research	What is <company's> company mission?
Company research	What are the most common interview questions for project managers applying to <company>? How should I answer these questions based on my resume/CV below?
Company research	What questions will I be asked in a job interview when applying for an accounting job in <country>?
Company research	How are accounting regulations in <country> different from the United States?
Company research	What is the most common technical tests during job interviews at <company> for software engineer jobs?
Interview prep	How can I learn to relax and be more confident in a job interview?
Interview prep	How should I dress for a formal job interview in <country>?
Interview prep	Should men wear a tie for a job interview in <country>?
Interview prep	Is there an organization in <country> that lends clothes for job interviews?

Conduct Job Interviews

Example questions to be your best in an interview

<https://chat.openai.com/>

Objective	AI Query
Interview techniques	What specific skills or experience should I highlight in an interview for this job? Below is the job description and my CV.
Interview techniques	How should I use the STAR interview technique for an accounting job at <company>?
Interview techniques	In a job interview, how to I demonstrate that I will be a good fit for this job and company?
Interview techniques	How can I talk about SMART goals in a job interview?
Difficult interview questions	How should I use the STAR interview technique to answer a question about the story below: I was at <company> in a software engineer role in my first six months and I missed a deadline to complete code that caused the deployment date to slip by three days. However, during this time, I was able to identify other bugs from other team members that needed to be corrected and in the long run, we avoided a failed launch attempt because of my delay. I have learned much since that occurrence about time management and have not missed a deadline since that time.
Difficult interview questions	During a job interview, how should I explain that I had to leave my last job so I could take care of my mother who was ill?
Difficult interview questions	How should I respond during a job interview when someone says that my answer is incorrect?

Manage the Job Offer

Example questions for responding to a job offer

<https://chat.openai.com/>

Objective	AI Query
Salary questions	What is a typical starting salary for an entry-level accounting job in <city, country>?
Salary questions	When and how should I negotiate a salary for a new job?
Salary questions	Should someone applying for an entry level job try to negotiate their salary?
Company benefits	At what point in a job interview should I ask about company benefits?
Company benefits	What are typical company benefits for an accounting job in <city, country>?
Negotiating for more compensation	Write an email to a hiring manager for an accounting position after they have offered you the job, but the salary is too low. They are offering you \$X per hour but you are requesting \$Y per hour.

Start a New Job

Example questions for getting the best start in your new job

<https://chat.openai.com/>

Objective	AI Query
On the job	How can I make the best first impression at a new job?
On the job	What are the characteristics of employees that distinguish themselves in the workplace?
On the job	How can I connect with my peers at a new job?
On the job	How will I be evaluated by my manager in an accounting position?
On the job	How can I give a great presentation at work?
On the job	What should I do if I get a bad work performance review?
On the job	How do I communicate that I will not make a work deadline?
On the job	How and when do I ask for a raise at work?