



# *Introduction to Using ChatGPT in Your Job Search*

**Global Mentorship Initiative**

[globalmentorship.org](https://globalmentorship.org)

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# *Objectives for this Session*

- ✓ 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.

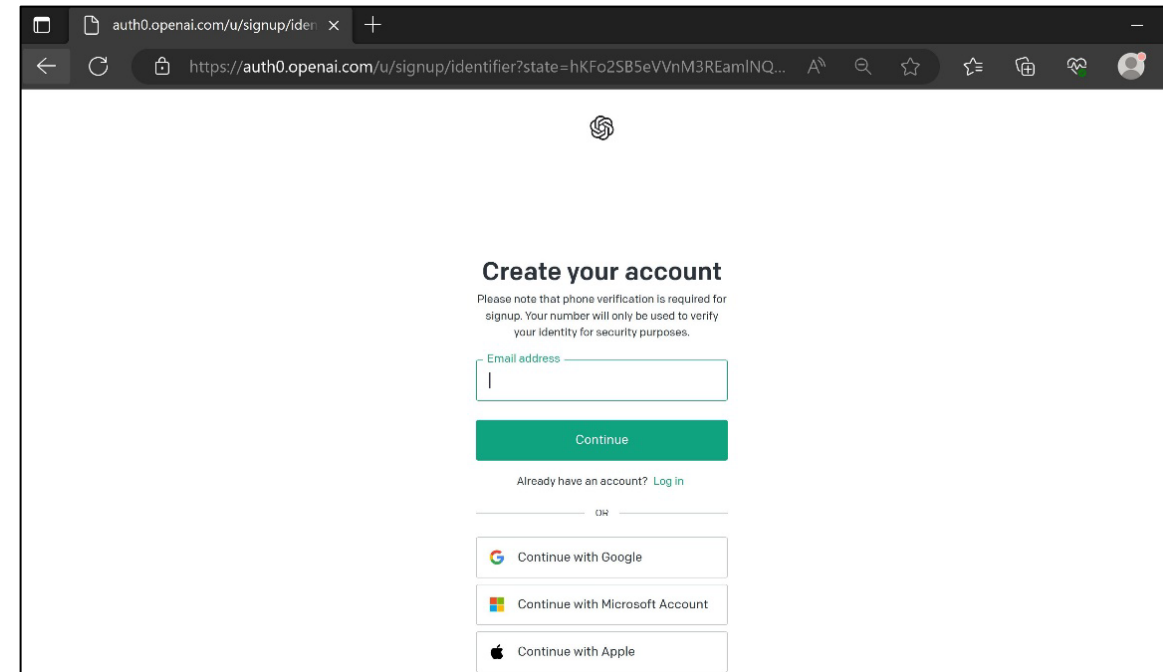
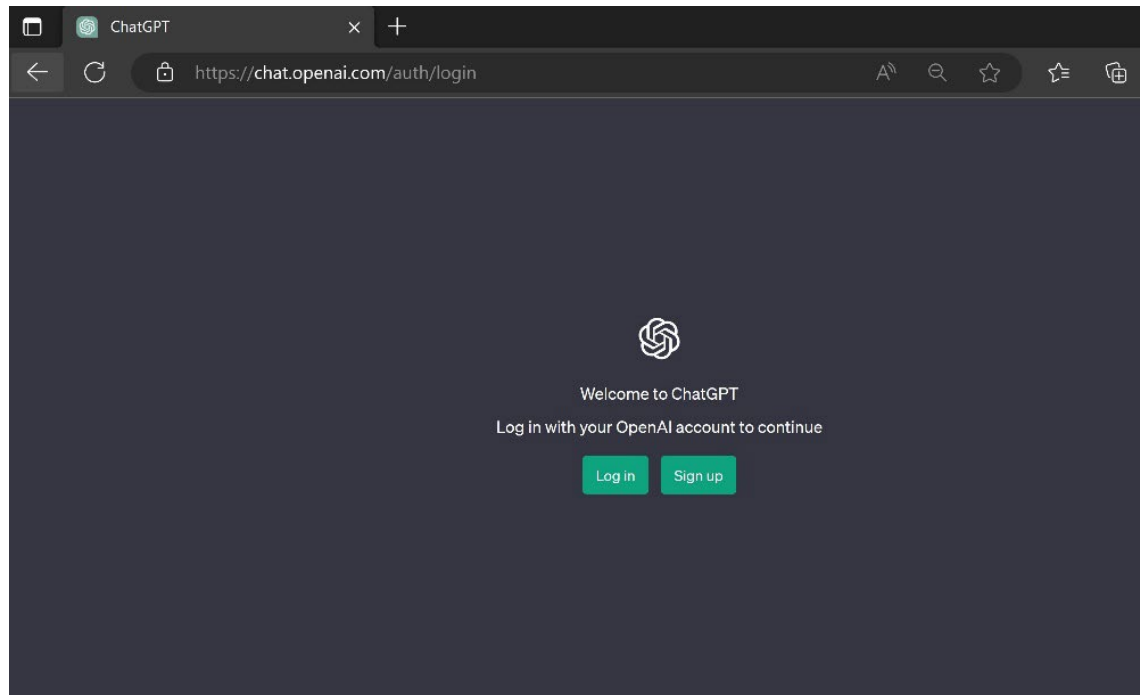
# How to Get ChatGPT

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.

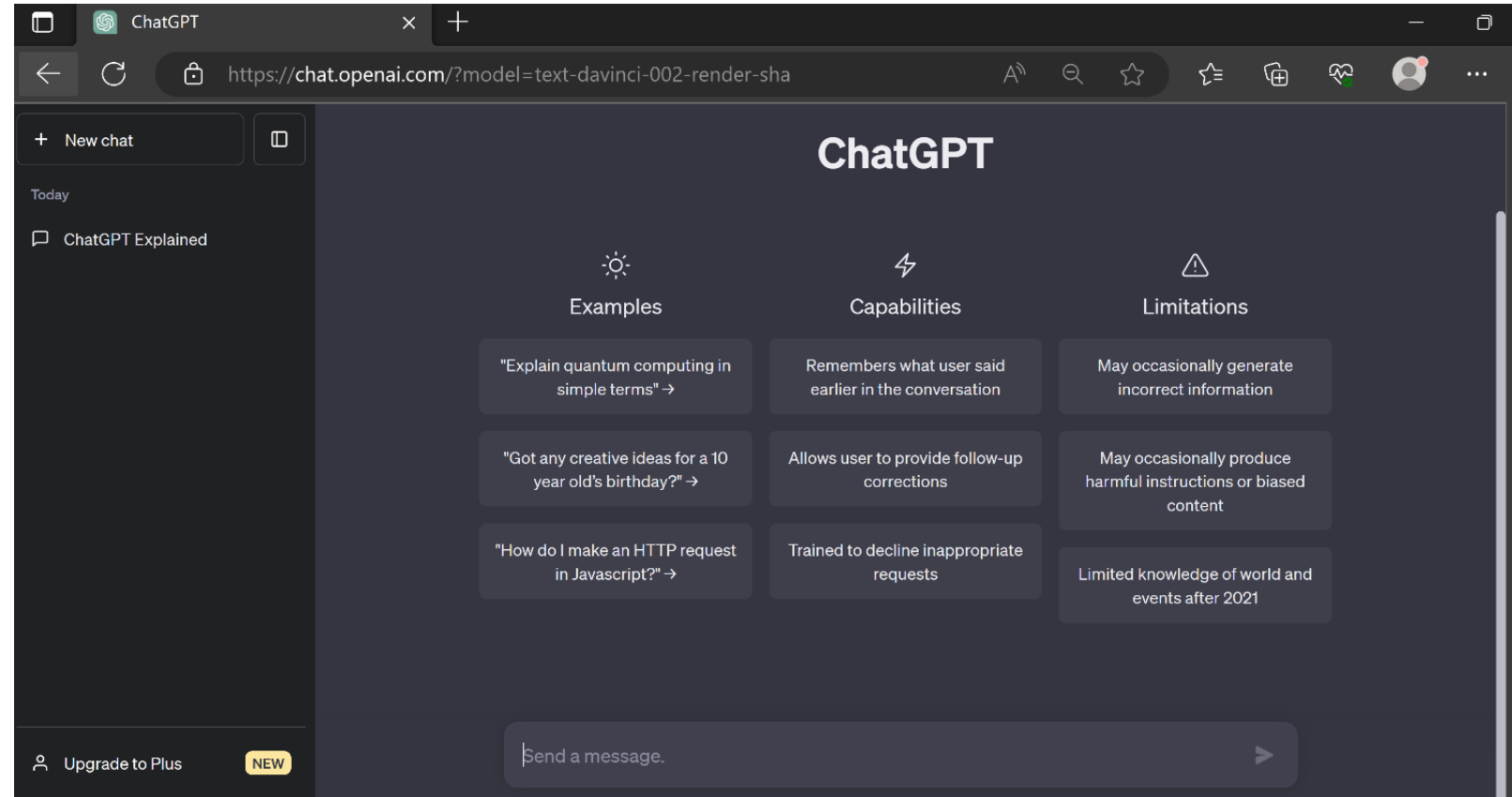
<https://chat.openai.com/>



# 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

# Examples for Using AI in Each Job Search Phase

More examples are provided during each of your mentorship sessions.

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

| Job Search Phase                            | Objective                              | Example AI Queries   |
|---|--|--|
| Research job opportunities                  | Where to apply                         | What are the five biggest accounting companies in <country> and their career websites to apply for jobs?   |
|   | 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>.   |
| Network for job connections                 | 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.  |
|   | Connecting                             | What professional associations in <country> should I join for software engineers?  |
| Get character references                    | 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 &lt;company&gt; as a &lt;job title&gt; and she was my manager. Below is the suggested text for them to use but improve this.</p> <p>I have worked with &lt;your name&gt;for over three years at &lt;company&gt; 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> |
| Prepare your LinkedIn profile and resume/CV | Using keywords                         | What are the keywords I should use in my resume/CV for a project manager job at an IT company in <country>?  |



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| Job Search Phase                            | Objective                   | Example AI Queries  |
|---|-----------------------------|---|
| Prepare your LinkedIn profile and resume/CV | Resume/CV                   | Make a list of resume/CV bullet points for the accomplishments I am listing below.  |
| Connect with hiring managers                | 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. |
| Prepare for job interviews                  | 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?         |
| Conduct job interviews                      | Interview techniques        | What specific skills or experience should I highlight in an interview for this job? Below is the job description and my CV.                                       |
| Manage the job offer                        | Salary questions            | What is a typical starting salary for an entry-level accounting job in <city, country>?   |
| Start a new job                             | On the job                  | How can I make the best first impression at a new job?  |