**AI Acknowledgement**

**Grammarly:**

**Both:**

Use Grammarly to check for spelling/grammar errors in the text.

**ChatGPT:**

Use ChatGPT to complete the following tasks:

**Both:**

• Summarize the relevant sections of the textbook:  
I send parts of the textbook content to ChatGPT and use the prompt:

***"Please help me summarise the following content and extract the key points to note: (content)."***

To generate material for a quick review of my resume and cover letters.

**Résumé:**

• Organised the entries in the "Skills" section:  
I pasted all the content from the "Skills" section of my resume to ChatGPT and used the following prompt:

***"Please help me organise the Skills section; my categories might be messy (content)."***

I modified the output according to my ideas and formatted it to fit the entire resume.

**Cover Letters:**

• Check if the cover letter format meets the requirements:  
Copy the relevant parts of the textbook and my cover letter into ChatGPT, and use the prompt:

***"Please check if my cover letter follows the format in this article and provide suggestions for modifications."***

Then, I modified it based on ChatGPT's suggestions.