



# SMART WAYS TO USE AI TO LAND YOUR NEXT JOB

A PRACTICAL GUIDE FOR ADMIN, MARKETING,  
PROJECT MANAGEMENT & FINANCE PROFESSIONAL



# **Introduction**

Let's be honest: job hunting can feel like a full-time job in itself. Endless scrolling, half-written cover letters, and that dreaded moment when you realize your CV hasn't been updated since your last summer internship. The good news? You don't have to do it alone. Artificial Intelligence (AI) is like the job-searching buddy you never knew you needed. From writing applications in half the time to prepping for interviews without breaking into a sweat, AI is changing the game. This eBook will walk you through the smartest ways to use AI, whether you're diving into administration, flexing your creative muscles in marketing, planning big things in project management, or crunching numbers in finance. By the end, you'll know how to make AI work for you—and how to stand out in a world where everyone is trying to get noticed. Buckle up, your job search is about to get a glow-up!

## **1. Using AI to Find the Right Job**

Scrolling job boards at 2am with your brain half-asleep? We've all been there. AI is like your personal recruiter that never sleeps. Instead of hunting through hundreds of irrelevant roles, AI platforms match your skills and preferences to jobs that actually make sense. Think of LinkedIn job alerts as that pushy but caring friend who won't let you miss an opportunity. Meanwhile, tools like Glassdoor, Indeed, or AI-powered job boards cut through the noise. Even better, apps like Asana or Trello can turn your chaotic job hunt into an organized strategy—keeping track of deadlines, applications, and interviews in one place. Instead of stressing about missing deadlines or forgetting where you applied, let AI keep your search on point. Think less chaos, more control.

## **2. Writing Applications with AI**

Remember the days of staring at a blank Word doc, praying your cover letter would write itself? Good news—it kind of can now. AI tools like ChatGPT or Claude can turn a boring job description into tailored bullet points that pop. All you need to do is feed the AI the JD (job description) and your current CV. Boom—you've got content ready to edit and personalize. But here's the trick: don't just copy-paste. Employers can smell 'AI-generic' a mile away. Use AI as your rough draft writer, then sprinkle in your personality and achievements. Imagine AI as your career sidekick—it helps you speed up, but you're still the star of the show. With the right mix, you'll have CVs and cover letters that actually get noticed.

### **3. Preparing for Interviews with AI**

Interviews can be nerve-wracking, but AI has your back. Want to practice without awkwardly rehearsing in front of the mirror? AI interview simulators generate likely questions based on the role you're applying for. You can even run a job description through tools like Google Interview Warmup to practice answering real-world questions. And the STAR method (Situation, Task, Action, Result)? AI can help you shape those stories so you're not rambling when the spotlight's on you. Think of it like having a coach that's available 24/7—minus the judgmental side-eye. The more you practice with AI, the more confident (and less sweaty) you'll be on interview day.

## 4. Industry-Focused AI Hacks

**Admin:** Use AI to draft emails, schedule reminders, and tidy up reports faster than ever.

**Marketing:** Need creative spark? AI can generate campaign ideas, catchy headlines, or even visuals for your next pitch deck.

**Project Management:** Automate workflows with AI-powered integrations on Monday.com, Asana, or Jira. Less admin, more actual management.

**Finance:** Crunch numbers like a pro. AI can help you analyze datasets, double-check reports, and flag compliance risks—saving you time and headaches.

No matter your field, AI isn't here to replace you—it's here to make your work smoother, faster, and way less stressful.

## 5. LA121 Job Ready AI Revamp Tool

Here's where it gets exciting. At LA121 Consultants, we've created a tool designed just for you—the **AI Revamp Tool**. Instead of stressing over keywords and formatting, simply drop in a job description or even a LinkedIn profile link, and the tool updates your CV instantly. It ensures your application is packed with the right buzzwords while staying ATS-friendly (translation: more likely to make it past those tricky Applicant Tracking Systems). And the best bit? Your first **three revamps are completely free**. After that, you can keep using it as part of your job search toolkit. Try it out today and watch how quickly your CV starts standing out. ■ [la121consultants.co.uk](http://la121consultants.co.uk)

## **Conclusion**

The job hunt doesn't have to be overwhelming. With AI as your sidekick, you can streamline the boring stuff and focus on what really matters—showing off your skills, your personality, and your potential. Whether you're applying for admin, marketing, project management, or finance roles, there are AI hacks to make every step easier. At LA121 Consultants, we're not just cheering you on—we've built tools to give you that edge. So, take a deep breath, open up that laptop, and let's land you your next big role. Visit us today: [la121consultants.co.uk](http://la121consultants.co.uk)