

WELCOME! WE'LL GET STARTED IN A FEW MINUTES!

Note: This session won't be recorded, but you will be sent the slide deck after the fact.

In the meantime, feel free to introduce yourself in the chat! (e.g., name, program/faculty, regular/co-op)



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WATERLOO

Centre for Career
Development

ON AIR

MAKING AI WORK FOR YOU

1/18/2024

*Azzam Bin Aamir, Career Leader
Centre for Career Development*

*Nimish Sardana, Career Leader
Centre for Career Development*



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A Bit About Me



Azzam Bin Aamir (he/him)

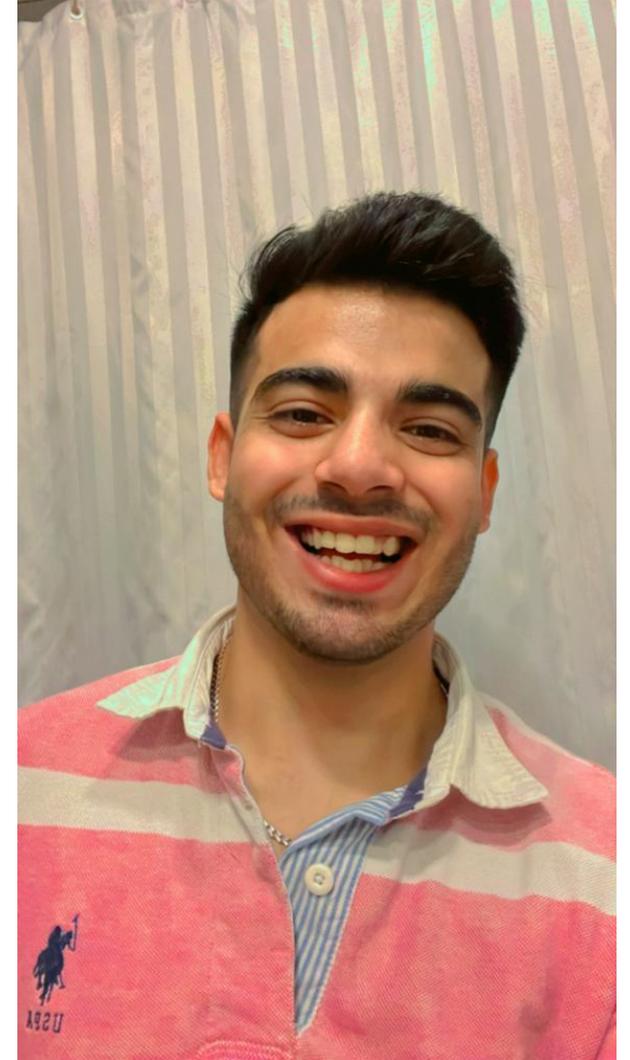
- Career Leader at CCA
 - Workshops and Events
- Physics and Astronomy Grad from Waterloo (Cosmology + ML)
- Cat person
- Past roles: Data Scientist/Analyst, Orientation Captain, Quantum Optics R...



NIMISH SARDANA (He/Him)



- Career Leader, Workshop Facilitator @ Centre for Career Development
- Meng , ECE
- <https://www.linkedin.com/in/nimish-sardana-8381021a6/>
- Fun fact: I love swimming and Field hockey



Whose land are we on?

We respectfully acknowledge that we work on the traditional territory of the Attawandaron (Neutral), Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, which includes ten kilometers on each side of the Grand River: land promised and never returned to the Six Nations.

Some incredible local community members on IG:

Bangishimo Johnston @bangishimo, Amy Smoke @amysmoke, C. Elizabeth Best @lizbot5000

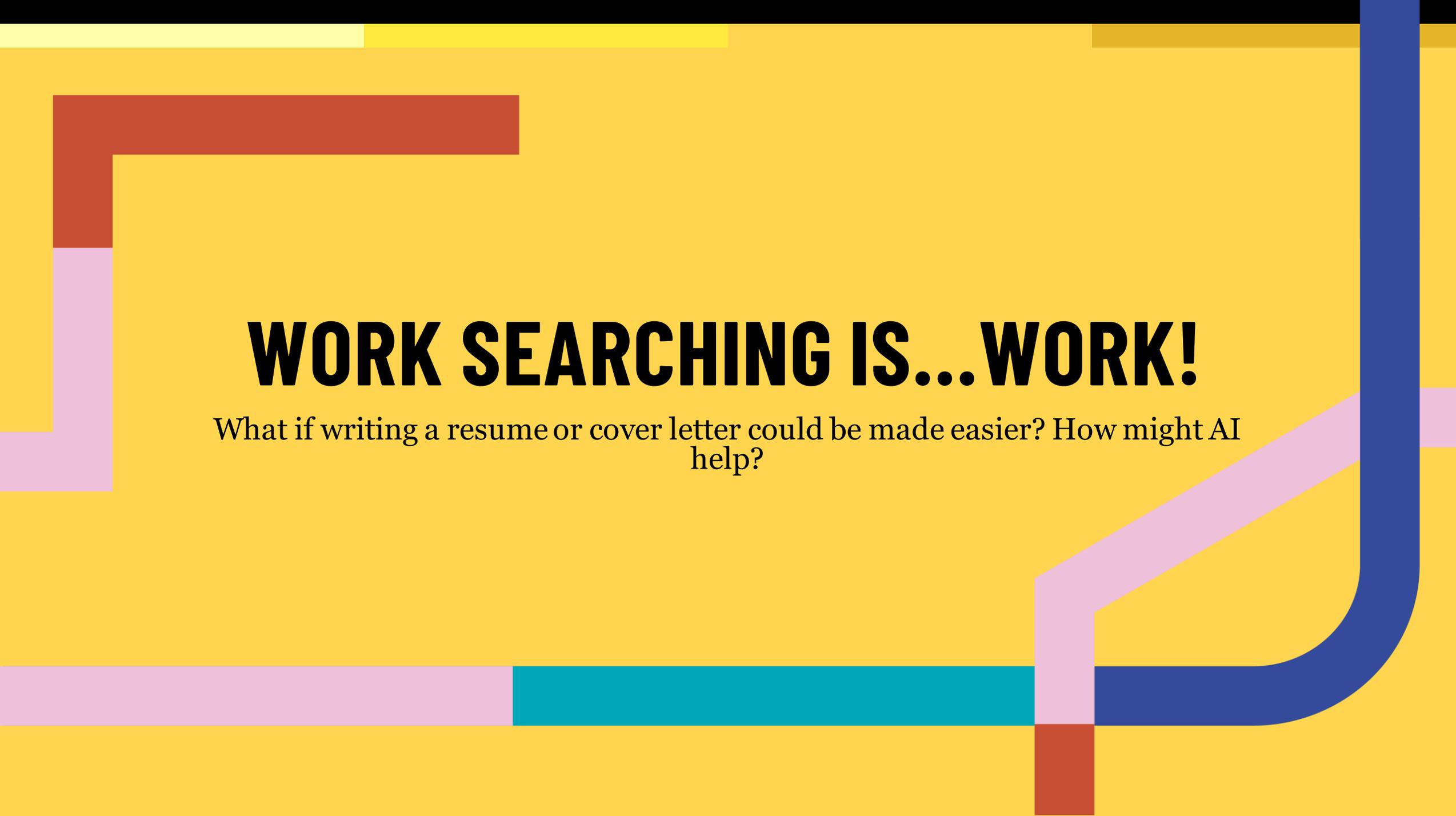
Support: O:se Kenhionhata:tie – Land Back Camp, @ose.kenhionhatatie on IG

Reports: TRC Calls to Action, National Inquiry into MMIWG

Reading: The Inconvenient Indian, 21 Things You May Not Have Known About the Indian Act, This Place: 150 Years Retold

What land are you on? native-land.ca



The background is a solid bright yellow. It features several thick, colorful geometric shapes and lines. On the left, there is a red L-shaped bar at the top, a light purple L-shaped bar below it, and a light purple horizontal bar at the bottom. A teal horizontal bar is positioned below the purple bar. On the right, a blue vertical bar runs down the edge, with a light purple diagonal bar crossing it. A red vertical bar is at the bottom right. The overall style is modern and abstract.

WORK SEARCHING IS...WORK!

What if writing a resume or cover letter could be made easier? How might AI help?

AGENDA



Pros and Cons of
an AI-Powered
Job Search

Using AI for
resume and cover
letter writing

What do
employers think
of AI?

Using AI in other
career settings

Practice making
AI work for you!



We Aim for a Safe(r) Space

Going into this workshop, the intention is to create as safe a space as possible.

A safe space means different things for everyone, but we'll do our best! Let's keep 3 things in mind:

- **Choice**
- **Respect**
- **Care**



How might we co-create this safe(r) space?

- Participate in a way that feels most comfortable for you!
- Please use the chat during presentation time. Ask me questions whenever! At the end of the workshop, you can go mic on or mic off during Q&A
 - Feel free to send me a direct message if you have a question or comment you would like to share privately
- If you're having tech issues, let me know and I can help problem solve
- Take what works for you and leave what doesn't!



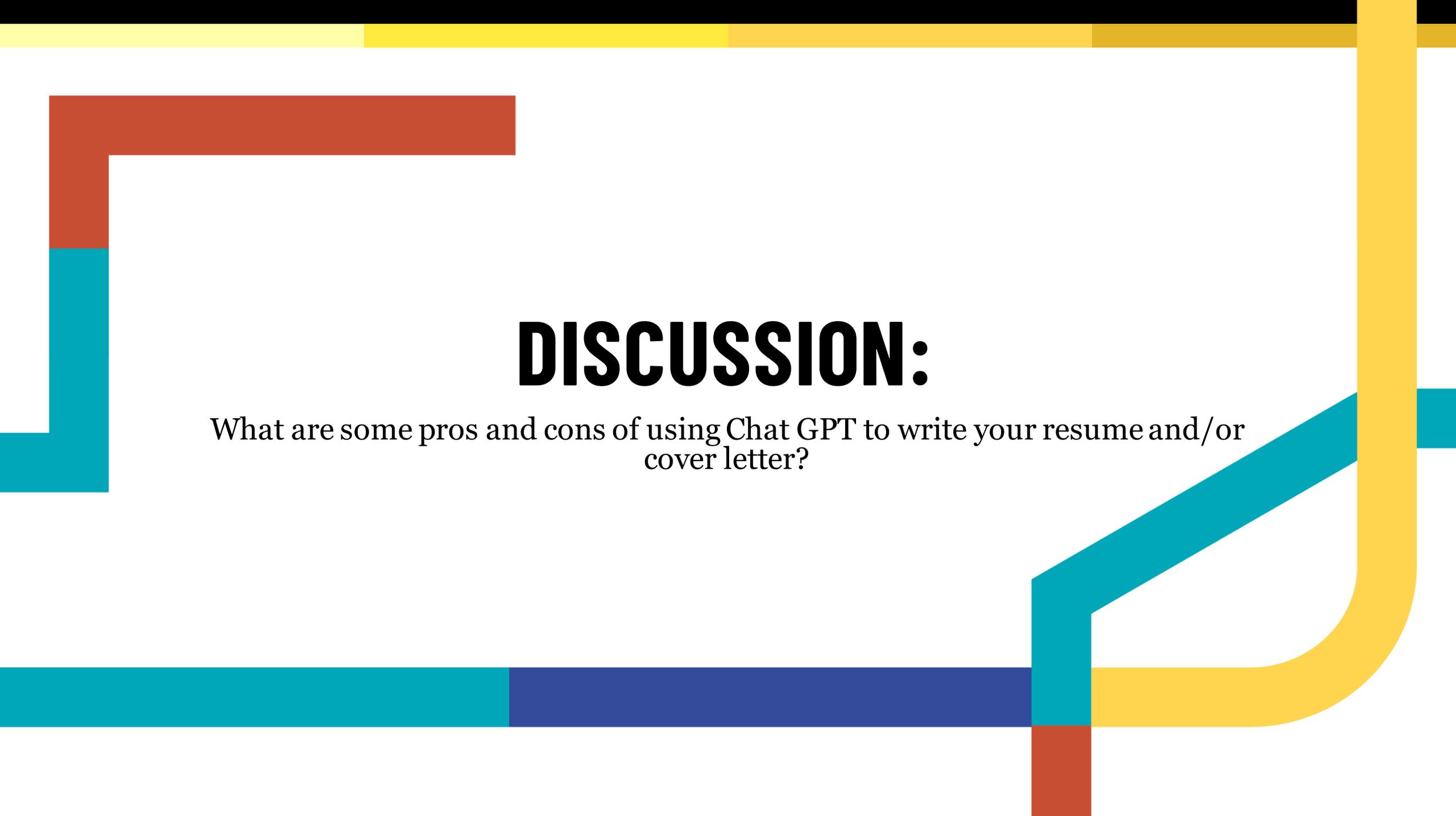
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**WHAT ARE YOU HOPING TO HEAR ABOUT
TODAY?**

Accessible AI

- Today's Workshop will focus mainly on using Chat GPT 4 and Chat GPT 3.5 (Free Version)



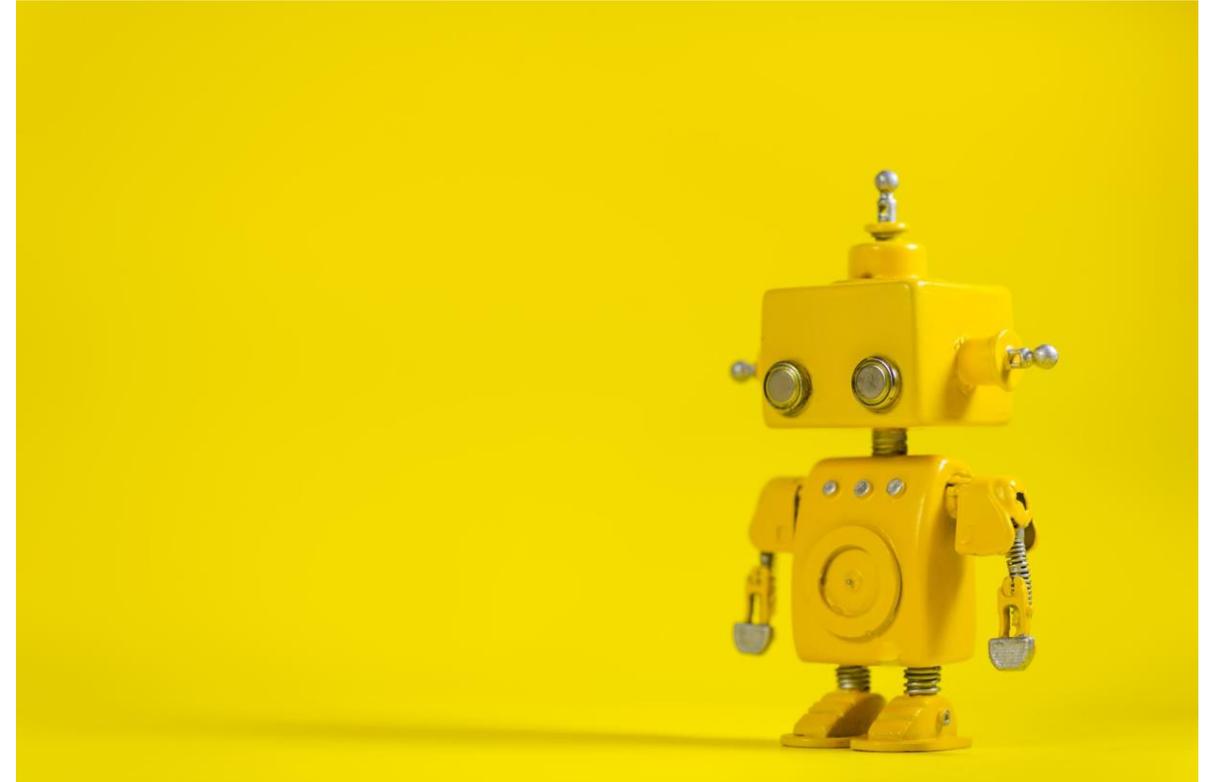


DISCUSSION:

What are some pros and cons of using Chat GPT to write your resume and/or cover letter?

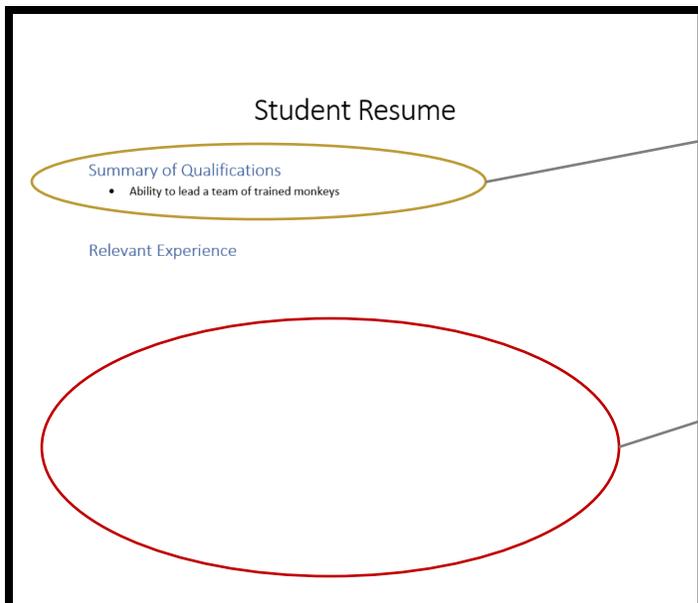
Can AI Write My Job Applications For Me?!

- Quick answer: Yes, (but...)
- Full answer: AI is a tool, and like with any tool, there are pros, cons, and considerations
 - Let's talk about those...
- Spoiler: Chat GPT is great at skills identification, but not always so great at skills articulation...



Why Skills Articulation is Important

- Employers usually identify the skills they want, but the articulation is up us!
 - Employer: “We want **RED**”
 - Job seeker: “I have vibrant candy apple red with hues of crimson and cerise”
- Job seekers often name their skills, but leave out evidence and context...
 - E.g., “Excellent communication skills, ability to work independently and with a team”



Summary of Qualifications: “Ability to lead a team of trained monkeys”

Remainder of resume/cover letter: no mention of or evidence for trained monkey management



Advantages of Using AI for Job Applications

- Saves time and energy
- Can provide a well-structured starting point for your first draft
- Helps to incorporate a professional tone and style
- Effective at incorporating key words from job descriptions



ChatGPT

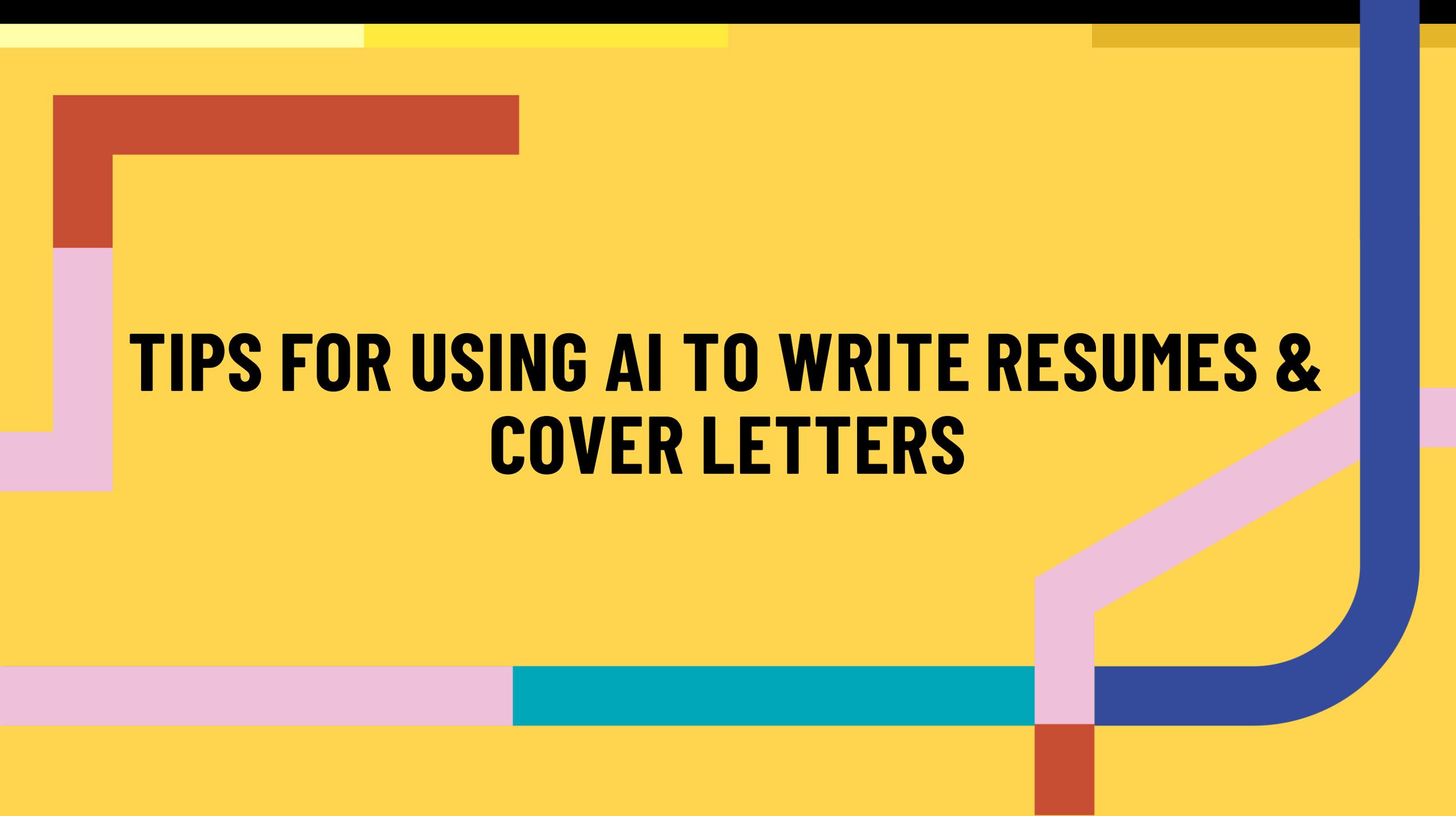
Drawbacks of Using AI for Job Applications

- Not as effective at producing personalized, tailored documents
- Output often lacks individualized evidence, background context for skills and experience
- Employers can detect that AI was used to write an application



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TIPS FOR USING AI TO WRITE RESUMES & COVER LETTERS

Tip #1: It's All About the Prompts

- The more specific the prompt, and the more information you provide, the better results you'll get from ChatGPT
 - Example: “given the job description pasted below, what are 3 skills I should highlight in my summary of qualifications?”
- Take it one prompt at a time – asking Chat GPT to produce a bullet point or a paragraph is often more effective than asking it to draft an entire document
- Google is your friend! Consider searching for prompts for reference and inspiration
 - Try Googling: prompts for chatgpt resume OR prompts for chatgpt cover letter



Tip #2: Question Your Pre-First Draft



- If you've prompted AI to generate a resume or cover letter for you, consider it a "pre-first draft"
- Especially without numerous, specific prompts, Chat GPT lacks the ability to create a truly personalized, tailored job application

Questions to Ask Yourself

- **When editing your “pre-first draft”, consider asking:**
 - What do I like about Chat GPT’s document? What would I change? What would I add?
 - Does the document accurately reflect my skills, knowledge, abilities, and experiences? (Remember: Chat GPT can make stuff up!)
 - Is the document written in a tone and style that feels authentic? What words or phrases might I change?
 - Is the document aligned with/tailored to the opportunity I’m applying for?
 - How can I edit this to make it look/sound more human than machine?



Tip #3: Make AI Your Editor

- You might also consider taking the reverse approach: starting with your own first draft, and using AI to help you edit
- Chat GPT is generally more effective (for the purposes of landing an interview) at editing and improving on your existing resume or cover letter than it is at creating one from scratch
- You might use Chat GPT to:
 - Improve an introduction in a cover letter based on information about the company you're applying for
 - Enhance bullet points on your resume by incorporating key words from a job description



Reviewing AI's Work



Personalization and Accuracy:

- Ensure names, contact info, and other details are complete and accurate
- Do your applications sound too generic? Add personalized touches and details...

Targeted Adjustments:

- Align the resume and cover letter with the job requirements and incorporate keywords from the job description
- Ensure that the skills and qualifications you highlight are relevant to the opportunity you're applying for

Adding Unique Elements:

- Include specific evidence and context for your skills and experiences not mentioned by ChatGPT
- Incorporate your own words, phrases, and writing style where appropriate – and your own font/formatting!

Feedback Incorporation:

- Seek feedback from mentors or professionals in your field – or by visiting the Centre for Career Development!
- Use feedback to refine and improve the content



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WHAT DO EMPLOYERS THINK OF AI?

Employer Opinions on AI-Generated Job Applications

- “If you’re using technology to work smarter, not harder. I mean, I applaud you.”
- “I think it takes some of the pressure off job seekers’ panic and anxiety about creating cover letters for every single job they apply to”
- “I was blown away at how good the cover letter was”... “you would still need to edit it before you created your final draft”
- “Automated cover letters may save time, but may not help you stand out.”
- “Sterile or generic”
- “When we receive inquiries about jobs that are clearly either an AI-generated form letter or whatever it may be, especially on the job listing front, we have a visceral reaction to it...” “It’s not going to be for us because our words literally are our currency.”
- A convincing cover letter is more than a rephrasing of your work experience”
- “ChatGPT is just another tool that requires input to create anything.”

A mix of positive – and not so positive! – opinions from [Fast Company](#)



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Making Sense of Mixed Feelings

- It's probably no surprise that employers have mixed feelings about this groundbreaking and controversial technology!

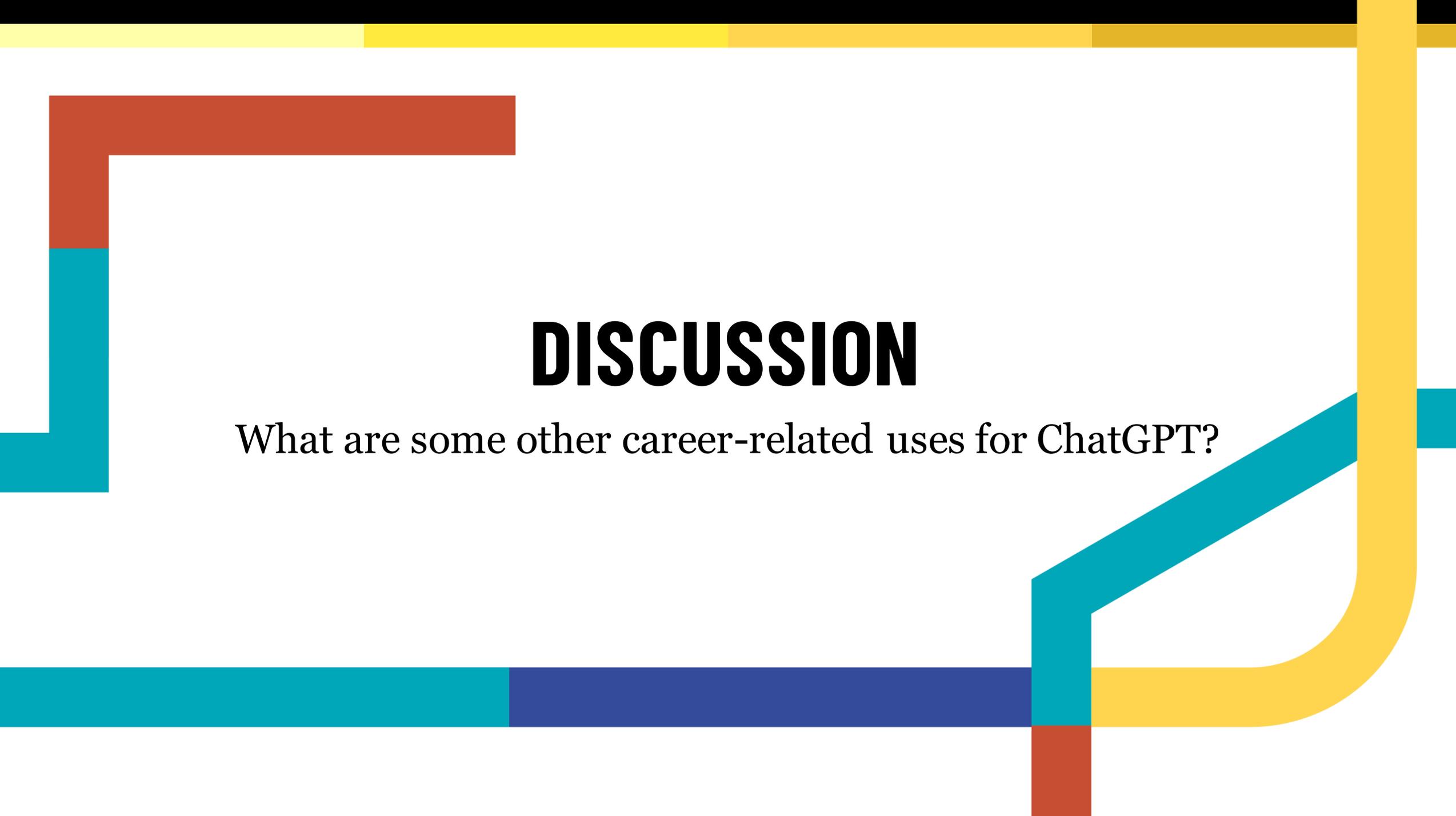
Some broad takeaways:

- Based on what employers are sharing, it is often obvious when an application is entirely AI-generated. Employers may react differently to receiving a generic resume or cover letter produced by ChatGPT
- Depending on the nature of the job, employers make expect your writing to be entirely your own
- Editing and personalization still matter! AI can get us started and save us time, but humans still have work to do.



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USING AI IN OTHER CAREER SETTINGS



DISCUSSION

What are some other career-related uses for ChatGPT?

Using Chat GPT for Interview Prep

ChatGPT 3.5 ▾



You

Can you provide me with some practice interview questions for a software engineering co-op student?



ChatGPT

Certainly! Here are some common software engineering co-op interview questions that can help you prepare:

1. **Technical Questions:**

a. **Data Structures and Algorithms:**

- Explain the differences between an array and a linked list. When would you use one over the other?
- Implement a stack or a queue in your preferred programming language.
- Describe the time complexity of various sorting algorithms (e.g., Bubble Sort, Quick Sort, Merge Sort)

Message ChatGPT...



ChatGPT can make mistakes. Consider checking important information.

Personalize your prompts for interview practice!

Consider:

- Your academic background and experience level
- Your field/industry of interest
- Providing specific information about the job you're applying for



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Using ChatGPT For LinkedIn

ChatGPT 3.5 ▾



You

Write me a LinkedIn summary for my profile. My name is John Doe. I study Psychology at the University of Waterloo. I have worked at XYZ company. I'm passionate about mental health advocacy. In my spare time, I meditate and play the piano.



ChatGPT

🔍 Exploring the Depths of Psychology | 🎓 Psychology Student at the University of Waterloo | 📁 XYZ Company Alumnus | 🧠 Mental Health Advocate | 🧘 Meditation Enthusiast | 🎹 Pianist

Hello, I'm John Doe, a dedicated Psychology student at the University of Waterloo with a profound curiosity for understanding the intricacies of the human mind. During my tenure at XYZ Company, I honed my skills and gained valuable insights into [mention a specific aspect of your work].



Message ChatGPT...



ChatGPT can make mistakes. Consider checking important information.

From profiles to posts, ChatGPT can help you craft your personal brand and manage your online presence.

Consider treating this use case the same as you would a job application:

- Is the information accurate and personalized?
- What edits should I make? What personal touches can I add?



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Using ChatGPT for Networking

Struggling to write a LinkedIn connection request? Drafting a cold email to an employer or professor? Consider using ChatGPT to help you get started

ChatGPT 3.5 ▾



You

What should I include in a LinkedIn message request?



ChatGPT

When sending a LinkedIn message request, it's important to be professional and concise. Here are some tips on what to include in your LinkedIn message request:

1. **Introduction:**

- Start with a friendly and professional greeting. Use the person's name if you know it.
- Mention how you came across their profile, whether it's through a mutual connection, shared interests, or a specific job posting.

2. **Purpose of the Connection:**

- Clearly state the reason for reaching out. Be specific about why you want to connect with them.

Message ChatGPT...



ChatGPT can make mistakes. Consider checking important information.

Consider:

- What is my ask?
- What personal details do I wish to include?
- How can I edit the message to sound more authentic?
- Is the style and tone of the message appropriate for my audience?



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Using ChatGPT For Email Correspondence

ChatGPT 3.5 ▾



You

How can I begin an email to my supervisor to chat about my performance evaluation?



ChatGPT

Starting an email to your supervisor about your performance evaluation requires a professional and respectful tone. Here's a suggestion for how you might begin:

Subject: Request for Performance Evaluation Discussion

Dear [Supervisor's Name],

I hope this email finds you well. As we approach the end of the [quarter/year], I would like to schedule a meeting to discuss my performance evaluation. I am eager to receive feedback on my work and to discuss any areas where I can improve or contribute more effectively to the team's goals.

Message ChatGPT...



ChatGPT can make mistakes. Consider checking important information.

- Need to send an important email to a supervisor at work? Communicating with a prospective employer and want to make a good first impression? Again, ChatGPT can be a great tool to get you started.

Consider:

- Does my email sound professional AND authentic? More human than machine?
- Does it reflect my natural communication style?
- Will the person on the receiving end expect something in my own words?



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MAKING AI WORK FOR YOU

Putting it all together!

Key Takeaways

- Treat AI (e.g., ChatGPT) like any other tool (e.g., Google, Excel, your calculator) – tools are powerful time savers, but still need to be used with care and intention
- Prompting is a skill! Prompt, edit, repeat, and consider searching the web for prompt ideas if you're stuck
- Employers have mixed opinions about AI – use with caution and consider your audience
- Chat GPT is great for getting started, but be sure to take the next step:

Edit and personalize!

LET'S PRACTICE USING AI TOGETHER

Objective: Utilize AI to create a draft of your cover letter and then personalize it to reflect your unique qualifications and interest in the position you're applying for.

Activity Overview:

AI Generation

Use an AI writing tool to generate your initial cover letter.

Prompt: "Write a cover letter for a [Job Title] position at [Company Name], highlighting skills in [1-2 Key Skills] and a passion for [Industry/Field]."

Personalization

Review the AI-generated cover letter for generic phrases and impersonal language.

Highlight any sections that don't directly relate to your experience or the job description.

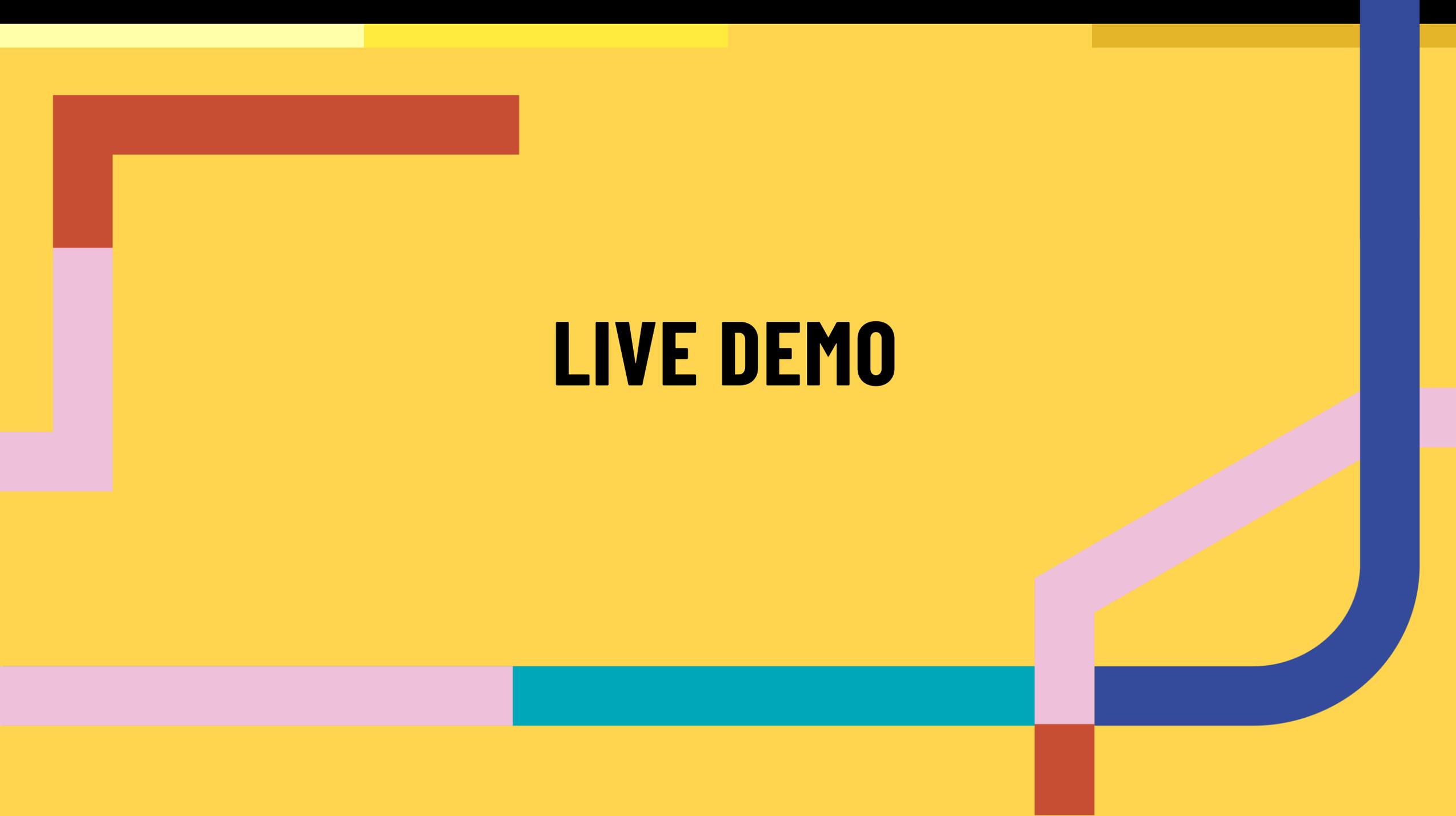
Revision Tactics

Edit the highlighted sections to include personal anecdotes or detailed examples that showcase your qualifications.

Ensure that the tone remains professional and that the content is tailored to the job and company.



LIVE DEMO



HOW DID WE DO?

We are always looking for ways to improve and your feedback is important. Complete the feedback survey delivered to your inbox following this workshop.

Our mission is to educate and motivate all members of the University of Waterloo community to develop and take action to achieve current and future career goals.

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Any questions for us?