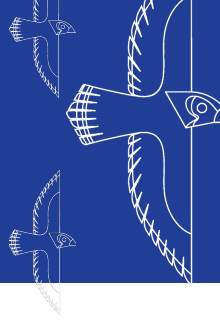# Generative AI & ChatGPT Guide

Tips for Success

- **Provide Detailed Context-** More specific instructions tend to improve your results. Provide a role for the bot.

- **Be Conversational-** Asking follow-up questions can yield stronger results as the software learns.

Caution

- **Use Your Voice-** GenAI should serve as a starting point. Final edited content should reflect your authentic voice.

- **Dated Data-** Be aware of whether the tool you are using is accessing current internet data. Real-time tools include Chat GPT 4.o, Perplexity AI, Gemini, and Microsoft Copilot.

Prompt Structure Should Include...

ACT

Give the bot a specific role to follow.

Ex: Act as an HR recruiter, specifically in [insert field here].

DEVELOP

Tell the bot what to create. Be specific.

Ex: Write me a list of potential interview questions for the job posting below. (Paste job description).

LANGUAGE

Give the bot a tone of voice to use.

Ex: Tailor the questions to an interview for a college level internship.

Weak Prompt ——— VS. ——— Descriptive Prompt

RESUME BUILDING

- Create a resume for a business major applying to [job title].

- Act as an expert in resume writing and the field of [career]. I will provide you with my current resume and the job description. Tailor the resume to the job description. Resume [paste]. Job Description [paste].

JOB SEARCH

- Where can I find job postings for [job title]?

- Act as a career advisor or HR Recruiter for [career field]. Using [job title] as a focal point, what sites would I look for job postings, and what job titles should I consider? Are there any keywords I should use during this search?

INTERVIEW PREP

- What are some interview questions for [job title]?

- Act as an HR recruiter and expert in [career field]. What are typical interview questions I should consider when preparing? Focus on [skillset or other topic].

Prompt Examples

CAREER EXPLORATION

- Write a list with descriptions of 10 careers that are similar to [Job Title].
- What careers match my skills and interests in [skills/interests]? Describe the job outlook for each career on the list.
- Act as a recruiter who specializes in [industry] and [1-2 job functions]. Analyze my resume and identify 10 entry-level roles I would qualify for in the industry: [copy & paste resume].

JOB SEARCH & NETWORKING

- What are some entry-level positions for [Enter Major Name] majors?
- What are companies in Chicago, Illinois, that hire new college graduates who want to do [Job Function]?
- Write a LinkedIn summary for a [Major] student who is skilled in SAP and data analytics and has had a supply chain internship.
- Write an introduction email from a [Major] student to an alumnus working in [Industry] and request a phone or Zoom call.

RESUME & COVER LETTERS

- Improve the following resume bullet points to be more achievement-oriented and tailored to an entry-level [Job Title] role requiring strong problem-solving and communications skills: [Paste Resume Bullets].
- Here's my current resume. How would you rewrite it if you were applying to this [Job Title] role at [Company]? Include metrics in the achievements. [Paste Resume and Job Description].
- Does my cover letter highlight the important skills this company listed in their job description? [Paste Cover Letter and Job Description].

INTERVIEW PREPARATION

- You're the interviewer for this role: [Job Description]. Produce 3-5 behavioral interview questions based on this job description.
- I'm interviewing for [Job Title] role at [Company] and expect to be asked [question you think the hiring manager will ask you]. What's the best way to answer this question?
- I am interviewing for a [Job Title] role at [Company]. What are five questions I can ask the hiring manager about company culture, department challenges, and growth opportunities?