ChatGPT, AI and Career Development

ChatGPT is an advanced conversational AI model based on the GPT architecture, designed to generate human-like responses in interactive conversations. ChatGPT and other generative AI can streamline aspects of your application materials, job / internships search, interview preparation. ChatGPT and other generative AI can also streamline aspects of the job and internship search. However, your in-person voice should align with the voice in your materials. Personalize and edit ChatGPT/AI responses for inclusion of your own content and writing style. Technology tools work best if you know how to use them effectively and ethically.

Using ChatGPT for Your Career

In the context of career management, ChatGPT is best used as a creative, brainstorming tool. For example, writing a resume can be intimidating when starting from scratch. But you can input your desired job title and excerpts of your skills and experience to receive language to begin working with.

Important Tips to Remember:

• DO NOT simply copy and paste this text into a document and hit send to an employer. ChatGPT does give you a template to work from, but it's critical to adjust the phrasing and enhance the content so it is more authentic to you.
• Check responses for inaccuracies and inclusion of your unique words and voice.
• Use specific prompts and engage in dialogue by asking follow-up questions. Use the "Regenerate Response" button to see other options.
• Ask for specific responses based on your materials and for responses that use different tones, such as formal, engaging, or casual.
• Exercise caution when sharing personally identifiable information with chatbots/AI. For example, if you insert your resume into the chat for feedback, do so without including your name, email address, phone number.
• AI does not provide the expertise and individualized approach that career advising does. For customized support with your internship or job search, we encourage you to schedule an appointment on **Handshake** and attend events for well-rounded recommendations and support.

Sample Prompts to Use

Career Exploration

• What can I do with a Psychology degree [insert your academic disciplines of interest]?

• I have interests in nursing and biology [insert your own interests]. What are five career paths that match my interests?

• Based on my experiences found in my resume, what are ten career fields I may want to explore? [insert resume]

• What careers blend interest _____ and interest_____? For example, what careers blend nursing and business?

• Write a one paragraph email asking a RU-Camden alum working in the social services field for an informational interview.

Crafting Resumes & Cover Letters

• Review my resume like an expert coach and let me know five specific changes I can make based on this job description. [insert job description]

• Write a 3-paragraph cover letter in a formal tone using experiences from my resume that align with this job description. [insert job description} [insert resume]

• Write a thank you letter for a job interview with a software company.

• Are there unnecessary details that I should remove from my resume? [insert resume]

• Are there specific buzzwords I should include in my resume to enhance my resume for applicant tracking systems (ATS) for this job? [insert job description]

Industry Trends, Company Research & Preparing for Interviews

• What are the key trends, challenges, and opportunities for growth in the ["X" field/industry]?

• What are the emerging technologies in the ["X" field/industry or within "X" company]?

• What are the top five key performance indicators in the ["X" field/industry]?

• Who are the main competitors of [business], and what are the areas where these competitors excel comparatively?

• What is the company culture like? For example, what is Enterprise Mobility company culture like?

• Describe the different divisions within (company). For example, describe the different divisions within Campbell Soup.

• What are some _____ industry trends? For example, what are some healthcare industry trends?

• Generate 10 specific likely interview questions based on this [insert job description].

• Generate 10 specific interview questions based on this job description.

• Take question one and based on my resume, how would you answer that question with a response that feels confident and engaging?

• What are five questions I can ask in an interview that will give me insight into the company's culture and commitment to diversity, equity, and inclusion?

Expanding Your Network
• Generate a 300-character LinkedIn connection request based on [insert person's profile].
• What are five questions I should ask in an informational interview with a museum curator?
• Based on my resume, generate a short and engaging elevator pitch I can use for networking. [insert resume]

Professional Correspondence
• Write a thank you email to an interviewer. Reference (something you discussed), For example, write a thank you email to an interviewer. Reference our shared love of the Philadelphia Eagles.
• Craft a professional email to request a reference letter from a former supervisor.
• Draft a professional email to request a recommendation letter from a professor for a scholarship application.
• Write a concise message to a local business owner introducing myself and expressing interest in a potential internship.

For questions, please contact our center at Careercenter@rutgers.camden.edu