



Using AI as a Tool to get Employment

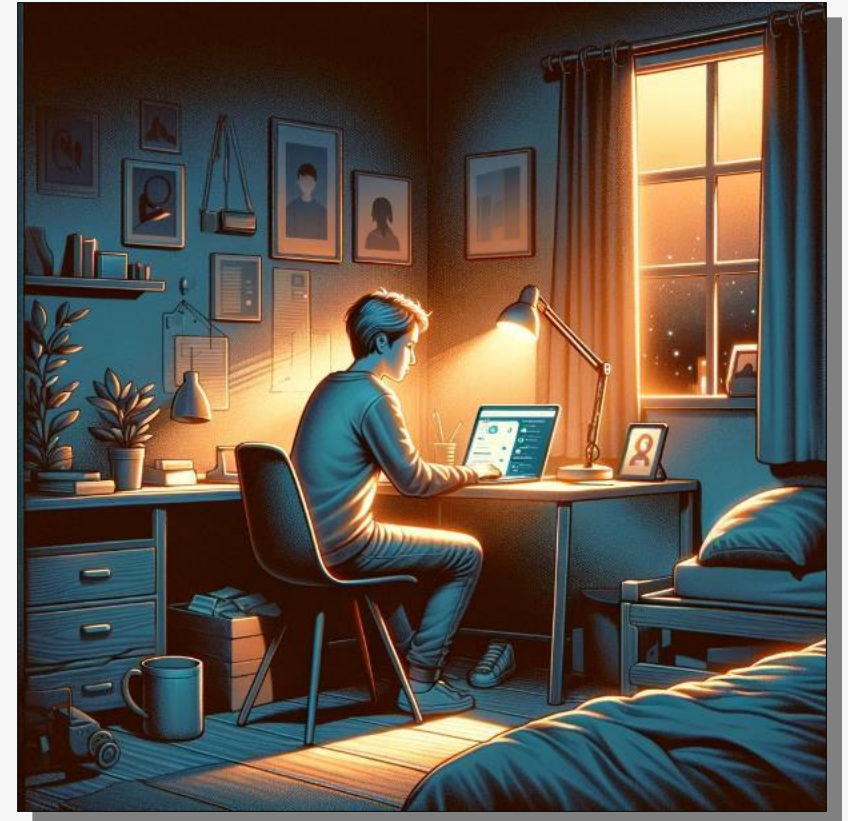
Can AI tools be used to help get employed?

There are many AI tools that can help with finding employment. Some of the most helpful tools are 'ChatGPT', 'Cover Letter Now', and 'Interview School' which we will show you how to use in this stream.

Which AI tools will we be exploring today?

There are many AI tools available and being developed. In this self-guided demonstration, we will explore some of the most common, ChatGPT, Cover- Letter-Now and Interview-School and use them to do the following:

1. Create a resume and cover letter
2. Find and apply for jobs
3. Prepare for an interview




1. Creating a Resume

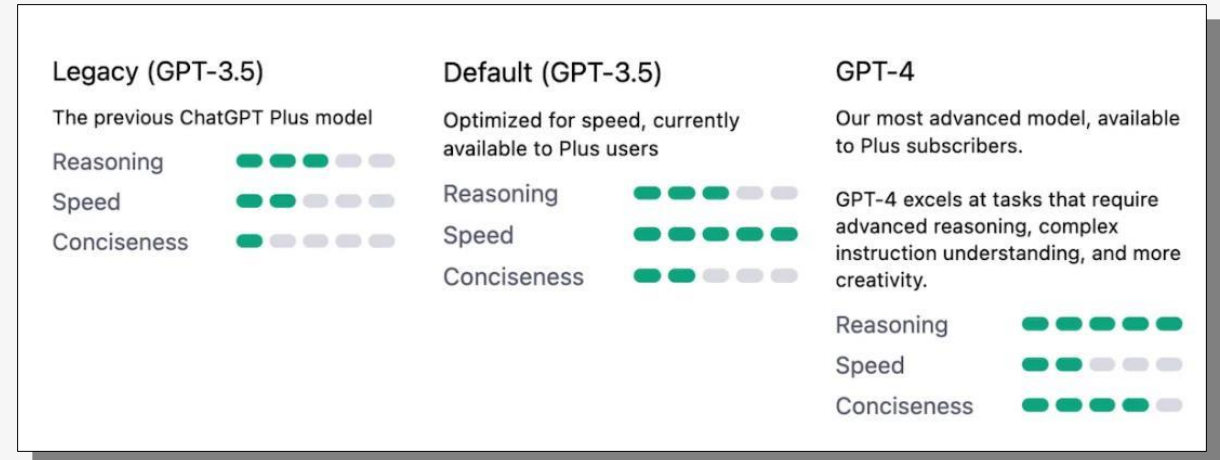
1. Creating a Resume

There are a number of AI tools online that can help you build a resume. Many of these utilise ChatGPT in the tool, and for this tutorial we will use ChatGPT.

The free ChatGPT version uses the GPT-4o-mini model, whereas the paid version gives you choices of the model. For this task it does not matter too much whether you have the paid version or not, although you may get slightly better results if you use GPT4

After opening up [ChatGPT](#) , ask ChatGPT “Can you create a resume for me?” ChatGPT responds with a request to provide some more information about yourself (as shown below).

- It does not matter if you don't have something to add for each section, just provide ChatGPT with the things that you have got.
- You can also ask ChatGPT to write the summary and skills sections for you (although it is best to write it yourself). Although it doesn't ask, the job that you are applying for can also be useful information in writing a resume.



You
Can you create a resume for me?



ChatGPT
Absolutely, I'd be happy to help you create a resume. Could you provide me with the following details?

1. **Full Name** (or initials if you prefer privacy)
2. **Contact Information** (Email and Phone Number)
3. **Objective or Summary** (A brief statement about your career goals or a summary of your qualifications)
4. **Professional Experience** (List of your jobs, including the company name, your title, dates of employment, and a few bullet points about your responsibilities and achievements)
5. **Education** (Your highest degree first, including the name of the institution, degree, and year of graduation)
6. **Skills** (Any relevant skills related to the job you're applying for)
7. **Certifications and Awards** (If any)
8. **Languages** (If you speak multiple languages)
9. **Hobbies or Interests** (If relevant to the job or you'd like to include them)

You can also mention any specific formatting or design preferences you have for your resume.

Once you enter this information into the prompt box it will be able to provide you with a draft resume. As shown below, even though not much information was added, it was still able to provide a solid draft.

You
John Doe, johndoe@gmail.com, I don't know what to write for the professional summary, I haven't got any work experience, I graduated from Nelson College in December 2023 with NCEA level one, I don't know what skills to write, and I have a full driver's license. The job I am applying for is in retail.

John Doe

• **Email:** johndoe@gmail.com

Professional Summary

Motivated and enthusiastic recent graduate from Nelson College, with NCEA Level One certification and a full driver's license. Eager to leverage academic knowledge and a strong work ethic in a retail environment. Possesses excellent communication skills and a commitment to providing outstanding customer service. Looking to start a career in retail where I can contribute positively to a team and develop my professional skills.

Education

Nelson College
NCEA Level One, December 2023



The more detail you can provide the better the resume will come out.

You will also notice that some of the sections (like the professional summary and skills in this example) are not necessarily amazing, so it is often better to write this yourself. However, ChatGPT does provide a good draft to work from.

From this draft, you can ask ChatGPT to change any of the details - such as a different format, adding sections, and moving things around.

Skills

- **Communication:** Ability to effectively communicate with peers, teachers, and team members during academic projects.
- **Customer Service:** Committed to understanding and meeting the needs of customers.
- **Time Management:** Proven ability to manage time effectively while balancing schoolwork and other responsibilities.
- **Teamwork:** Collaborated with classmates on various projects, demonstrating the ability to work well in a team.
- **Adaptability:** Quickly adapts to new situations and challenges, learning and applying new concepts efficiently.
- **Problem-Solving:** Ability to identify problems and think critically to find effective solutions.

Licenses

- **Full Driver's License**

Additional Information

- Looking to build a career in the retail industry, with a keen interest in developing professional skills in customer service and sales.
- Enthusiastic about taking on new challenges and learning opportunities.



2. Applying for a Job

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Once you have found a job that you want to apply for - ***(‘Trade Me Jobs’ and ‘Seek’ are a good start)*** - you will also need to create a cover letter.

Although you can also use ChatGPT to do this, it is easier to use [Cover Letter Now](#).

Once on the website, click on ***“Create My Cover Letter”***, and then ***“Get Started”***.

This will take you to a page on which you can choose the design for your cover letter. After deciding on this, you should land on the page like this one to the right:

Let's start with your header
Your name will be in the heading and signature of your letter.

FIRST NAME
John

LAST NAME
Smith

EMAIL ADDRESS
your.email@here.com

CELL PHONE NUMBER
022 1234 5678

SUBURB
Auckland CBD

TOWN/CITY
Auckland

POSTCODE
1010

BACK CONTINUE

Preview of the cover letter header showing the name and a pen icon for editing.

From here you can put in all of the info required to create the cover letter. After completing this section, add the position of the job you are applying for and how much experience you have.

You have now generated an opening section of the cover letter. By clicking on the pen shown in the bottom right of the square, you can edit anything to suit your needs. You will be able to choose the opener, body section, and closer of the cover letter in the same way.

Here are the openers we recommend

You'll be able to change or edit it later.

Online Job Posting

While viewing job ads online, I came across your request for a Retail Worker. I am very interested in this position.

Great Match

I am contacting you to express my interest in the Retail Worker opportunity with Big Corporation. After reviewing the position requirements, I believe that my qualifications and education are a great match.

Direct

I understand that you are seeking a Retail Worker, which is why I am reaching out directly to you. I think I'd be a good match for the position and would very much appreciate your consideration.

Quick Intro

I would love to learn more about the opportunities with Big Corporation. Would you have a few minutes to talk with me about what you're looking for? As a starting point, here's a little bit about my background:

BACK

CONTINUE

Once you have chosen all the required sections of the cover letter, you will be able to adjust the details as necessary on an editing screen. (next Page)

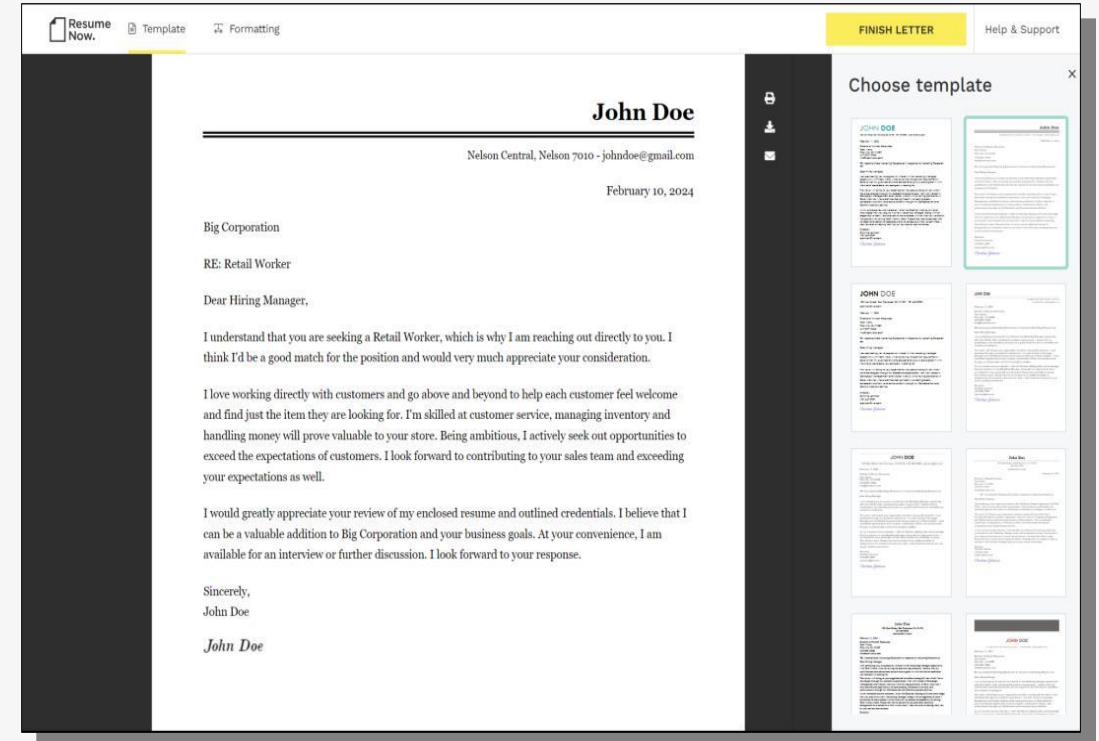


By hovering over and clicking on different sections you can change parts of the letter:

such as adding-in the name of the person you are writing to, adjusting sections already written, changing the date.

You can also get writing tips for the cover letter in the same way. By selecting **“Formatting”** on the top left of the screen, you can change the font size, margins, spacing, and other details.

Once you have finished formatting, your cover letter is done. There are numerous websites that create cover letters in similar ways, so if this one does not work for you, you could try [My Perfect Cover Letter](#) or [Cover Letter Copilot](#), among others.

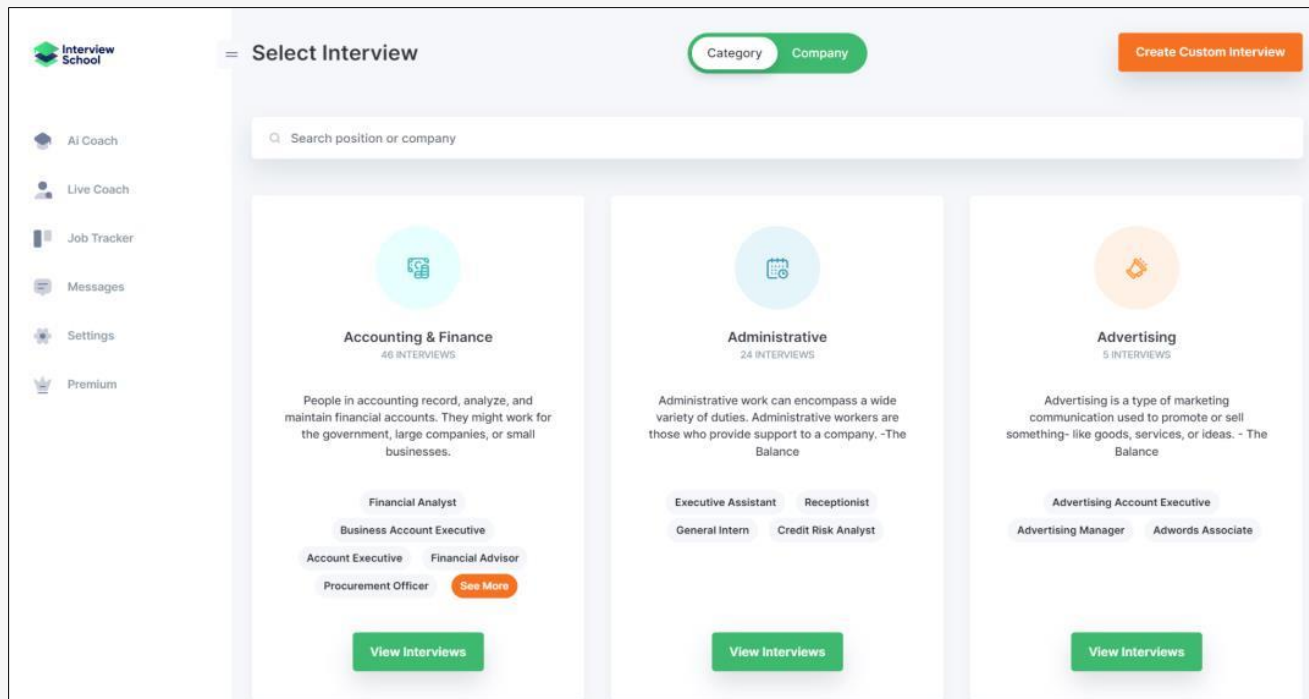


3. Preparing for the Interview

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The final tool which you can use to help you get employed is [Interview School](#).

Once on the main page you will have to sign in and verify your email to get started. This will take you to the “AI Coach” page.

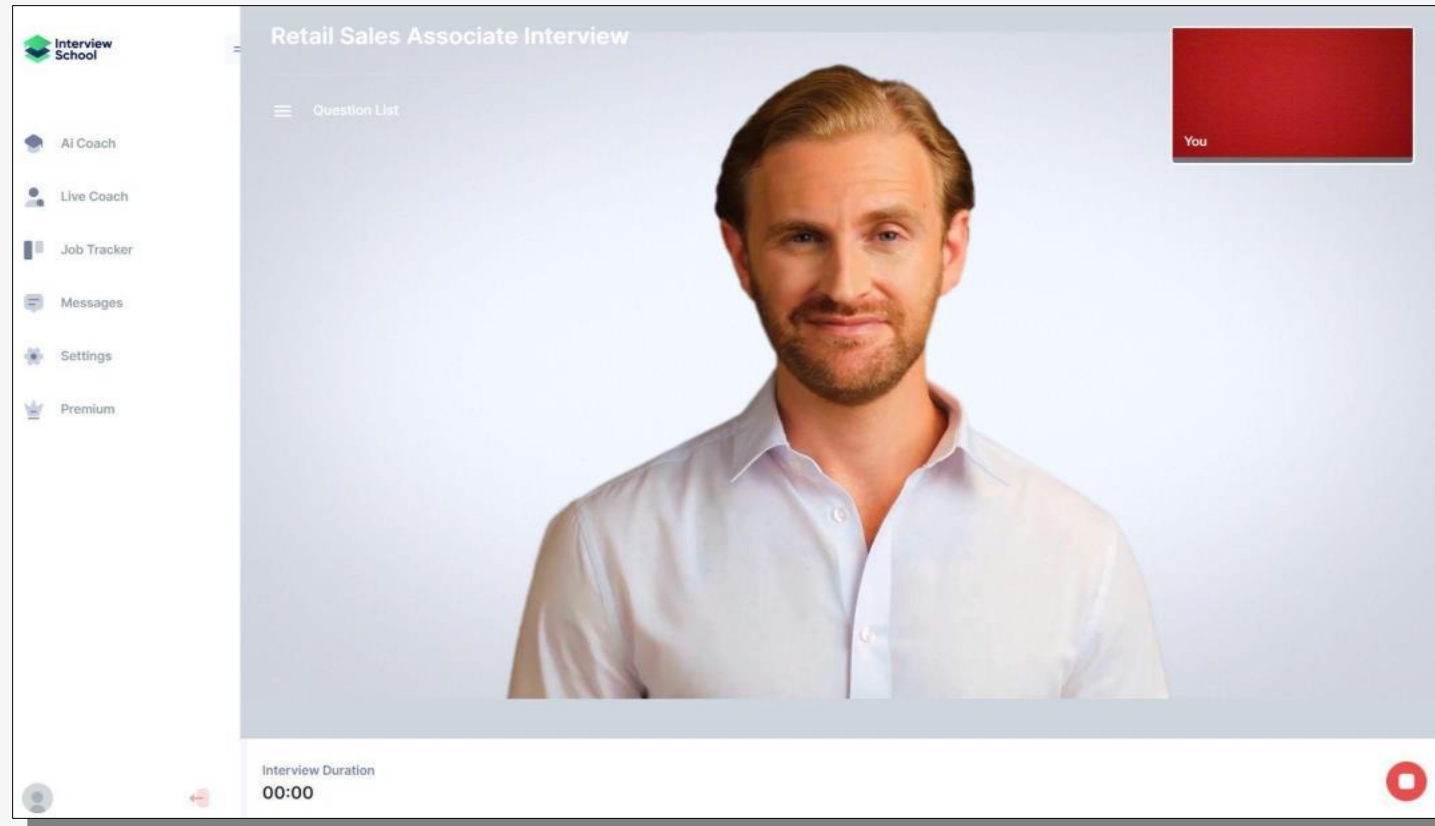


On this page, you can find a variety of different interview options for different jobs.

For this tutorial, we will be using an interview for a retail job, but feel free to use a job that applies to you.

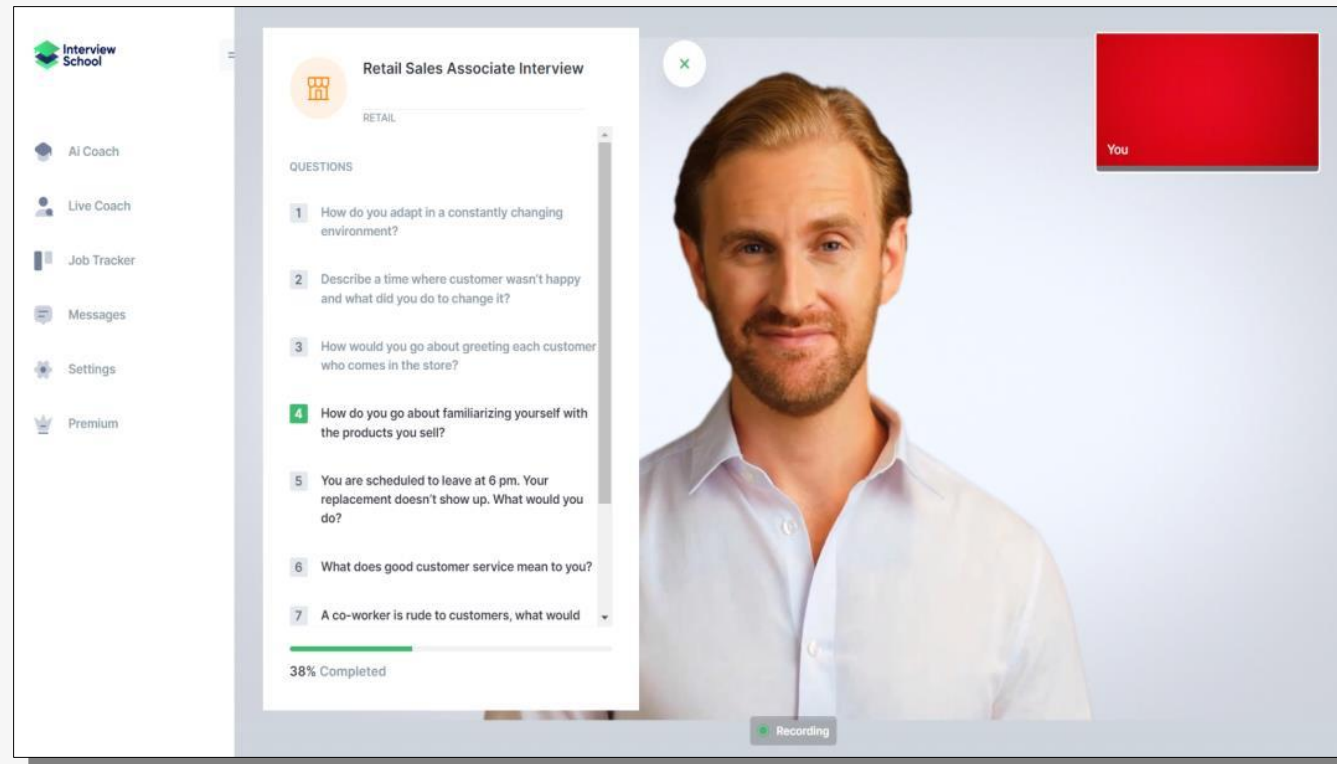


To find an interview for a specific job, you can either search using the search bar at the top, or scroll down until you find an interview that applies to the job you are applying for - there are even some interviews for specific companies, although these are generally for larger corporations such as Apple. From there, you can start the interview.



The interview itself works like a normal interview - the AI will ask you questions, and your answer will be recorded.

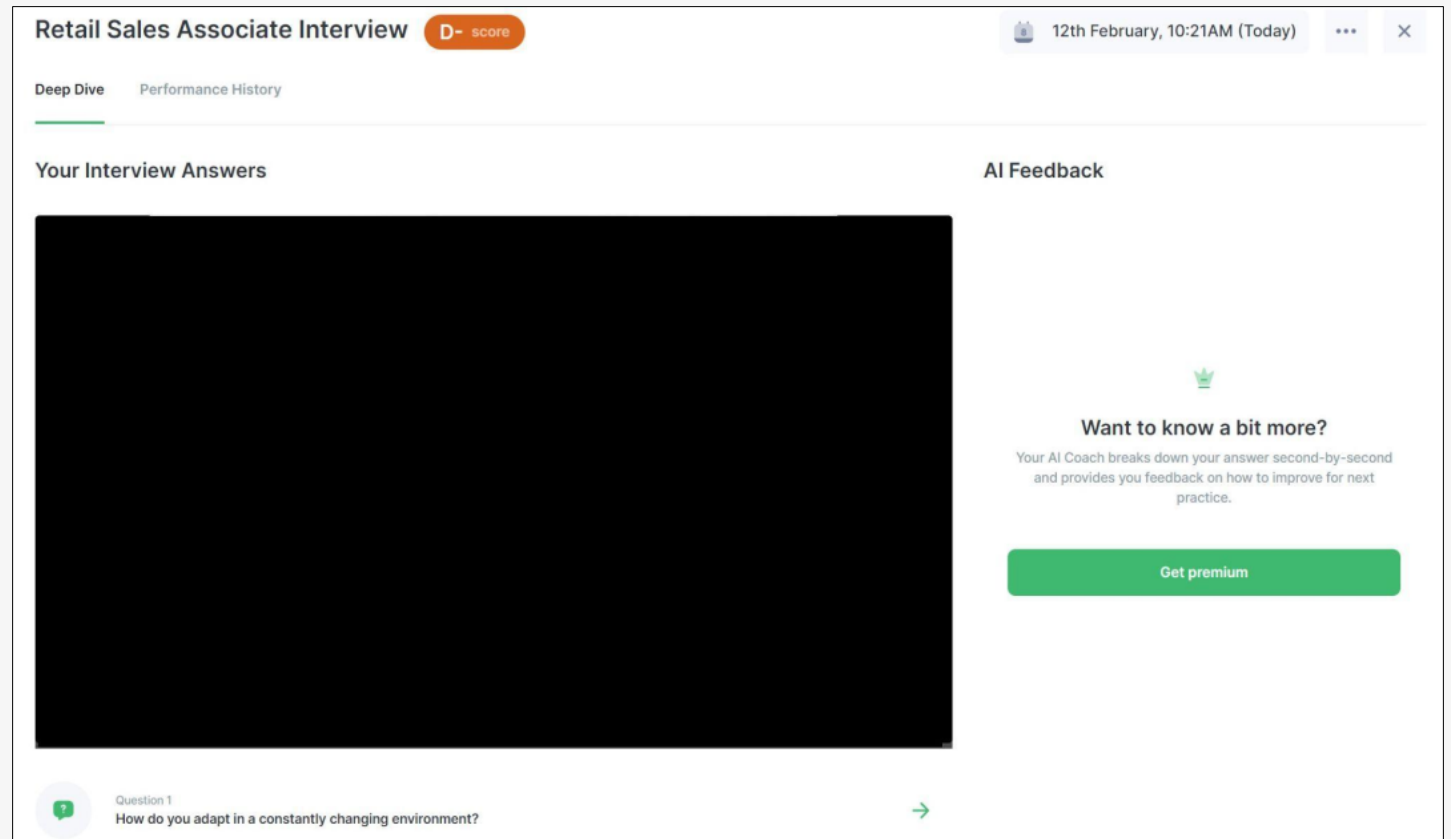
You can then hear the interview by clicking the red button on the bottom left, and also see all interview questions by clicking on the question list on the top left.



As with all AI tools, the questions generated are not always perfect, but they are still a useful tool to get some interview prep. Once your interview is finished, the AI will take around five minutes to grade your responses and give you feedback, which you can view from the main page.

To get more feedback than what is provided you would have to pay for the premium version of the app. You can retake the interview to try and improve your performance through the AI Coach, or you can book a call with one of the real coaches by clicking on the “Live Coach” tab on the left - however this does cost.

This tool is very helpful for preparing for common interview questions, but it is not a complete substitute - you should still be researching the company you are interviewing for and thinking of other questions that may be asked.



The screenshot displays the 'Retail Sales Associate Interview' interface. At the top, the title 'Retail Sales Associate Interview' is followed by a 'D- score' badge. The date and time '12th February, 10:21AM (Today)' are shown in the top right corner. Below the title, there are two tabs: 'Deep Dive' (selected) and 'Performance History'. The main content area is split into two columns: 'Your Interview Answers' on the left and 'AI Feedback' on the right. The 'Your Interview Answers' section contains a large black redacted area. The 'AI Feedback' section features a green crown icon, the text 'Want to know a bit more?', and a description: 'Your AI Coach breaks down your answer second-by-second and provides you feedback on how to improve for next practice.' Below this is a green button labeled 'Get premium'. At the bottom, a question card is visible: 'Question 1: How do you adapt in a constantly changing environment?' with a green arrow pointing right.



4. Summary

4. Summary:

Through this demonstration you have seen three AI tools that are available to help getting a job, but there are also many more available that you can find online.

None of them are yet completely perfect, but they should aid you in a variety of ways as you search for a job.

