

Maximizing AI & Technology in Your Job Search

Office of Career Planning & Professional Development

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The Graduate Center, room 3300.08



Zoom Controls



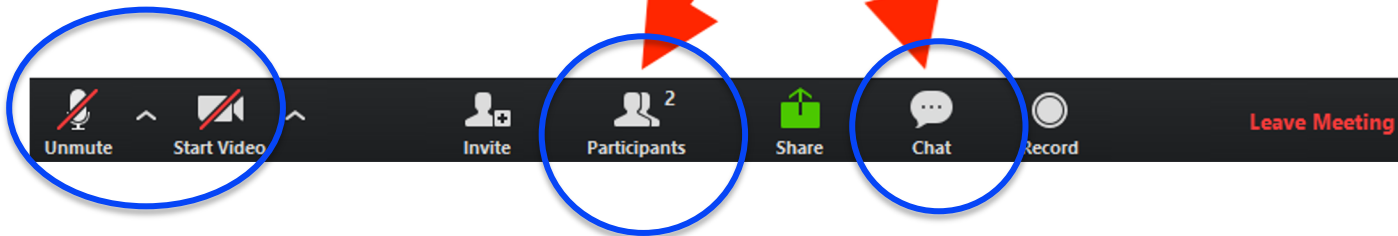
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Recording!

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to everyone within 1 week
- The recording will be available for listening on our website

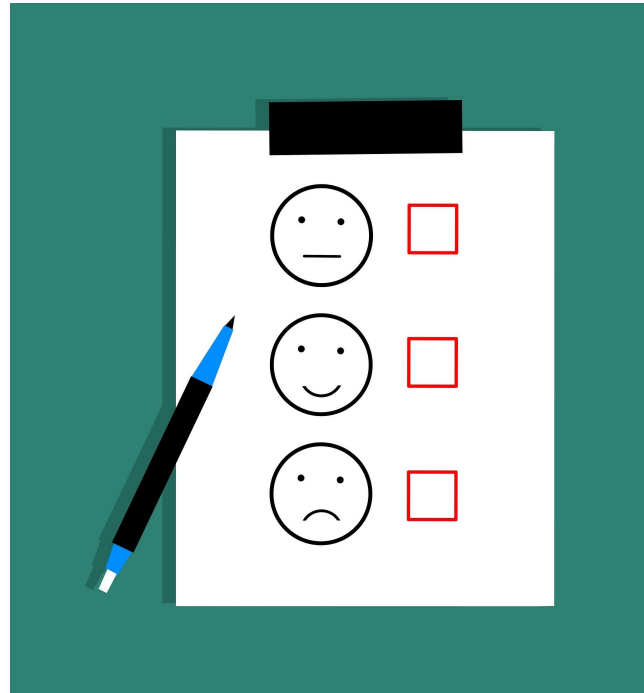


About the Office of Career Planning and Professional Development (CP&PD)

We serve all students and alumni who are current students or have graduated from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 45 minutes) focused on job search, career concerns, and career self-assessment
- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)
- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few
- **Website** with career planning guide, information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields, etc.
- **Handshake** for job postings, events and to schedule career advising sessions.

Poll



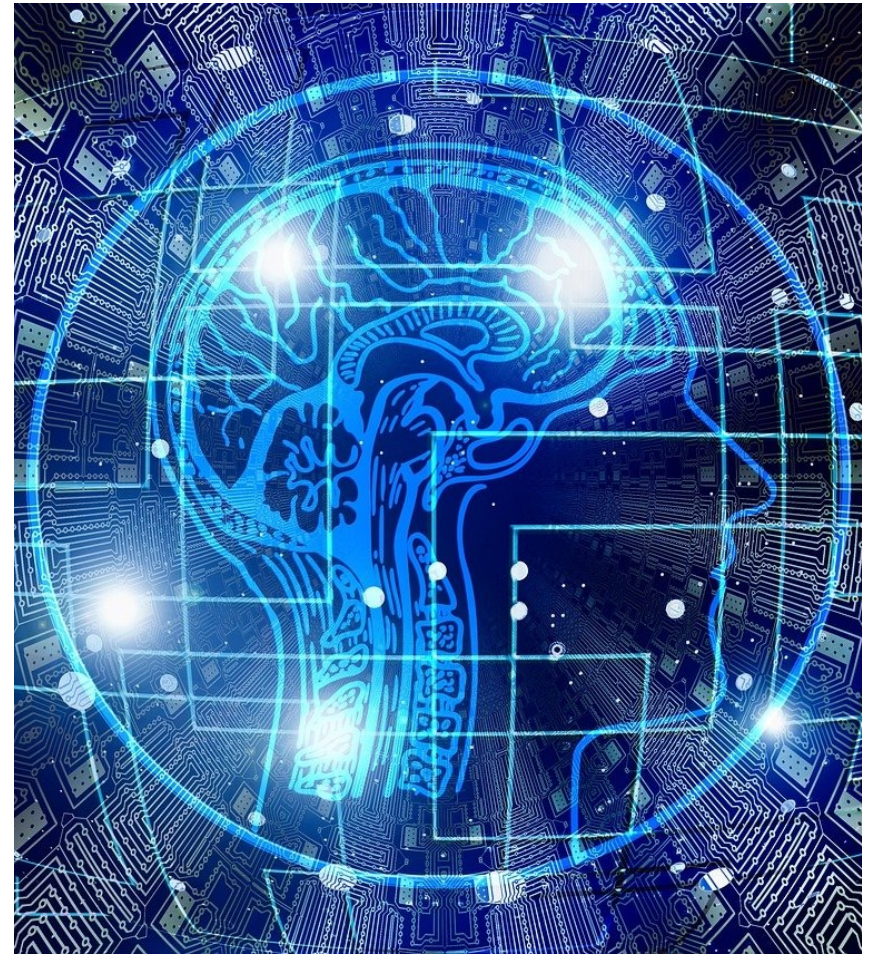
Webinar Agenda

- What is AI & Everyday Examples
- Where AI Can Be Helpful
- Limitations of AI/Tech & Guardrails
- AI & Tech for Career Exploration
- AI & Tech for Resumes & Cover Letters
- AI & Tech for Networking
- Next Steps



What is AI?

- Technology that enables computers and machines to simulate human intelligence and problem-solving capabilities; offers quick information, assists with research, answers questions, and provides guidance
- Artificial Intelligence term was coined in 1956
- Field of computer science that encompasses machine learning, deep learning, and natural language processing
- Processes large amounts of labeled data, analyzes for correlations and patterns, learns from the data, and then applies patterns to make increasingly more accurate classifications and predictions over time



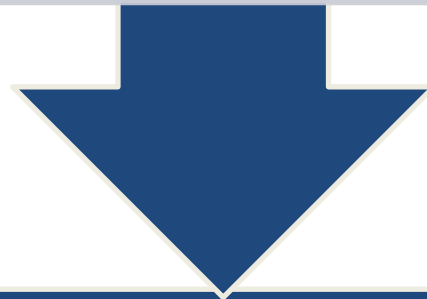
What is AI?

Branches of AI

Generative AI: content generation based on patterns from data without user engagement (photos, graphics, stories, materials)

Interactive AI: involves user engagement and responds to user inputs and queries (customer support, virtual assistants, recommendation systems)

Predictive AI: predictions about future events and outcomes based on analyzing data, patterns, and trends (fraud detection, medical diagnoses, financial services)



Benefits include: speed, precision, accuracy, automation, progressive learning, time savings, consistency

Everyday Examples of AI

- GPS guidance
- Autonomous vehicles
- Chess-playing computers
- Chatbots and digital assistants (Siri, Google Assistant)
- Content generation (ChatGPT, JasperAI, Google Gemini)
- Design and graphic generation (Dall-E, Canva)
- Recommendation engines (shopping and show recs)
- Applicant tracking systems (ATS)
- Computer-based interviews



Where AI is Helpful

Can pull together large amounts of data or research from Internet

- Explore career options and roles
- Share salary ranges for a role in a specific location
- Identify companies that have previously sponsored H1B visas

Can give ideas of what to say in communications with other professionals and customization in job search materials

- Advise on questions to ask in an informational interview
- Give feedback on responses to common interview questions
- Identify skills/keywords to highlight in a resume for a specific role

Can offer suggestions for resources

- Recommend websites for job postings in a specific field
- Share resources to learn more about a specific industry
- Suggest events and groups for networking in a specific field

Some Limitations of AI

Accuracy and Reliability: ChatGPT can generate plausible-sounding but incorrect or nonsensical responses, especially when faced with complex or ambiguous queries. This can lead to misinformation if not carefully monitored and verified.

Limited Ability to Ask Clarifying Questions: Unlike human collaborators, ChatGPT lacks the ability to ask clarifying questions when faced with ambiguity. This can result in misinterpretation of prompts and inaccurate responses. It doesn't have context.

Source: ChatGPT Prompt (4/3/24)

Some Limitations of AI

Biases and Overgeneralization: Generative AI models like ChatGPT are trained on large datasets, which may contain biases reflected in their output. Additionally, these models may overgeneralize or rely on stereotypes, potentially perpetuating misinformation or reinforcing existing biases.

Ethical and Legal Considerations: The use of AI-generated content raises ethical and legal concerns, particularly regarding intellectual property rights and accountability for misinformation.

Source: ChatGPT Prompt (4/3/24)

General Guardrails

- **Choose the right tool and use clear input/prompts**
- **Verify data - check *every* reference, link and citation**
- **Don't let it stunt your creativity and use sound judgement**
- **Decide on your comfort level in entering personal information**
- **Review privacy policies and be educated on limitations**
- **Use content as a starting or advancing tool:**
 - Brainstorm/idea generation or refining ideas
 - Draft an outline
 - Synthesize or summarize information
 - Rephrasing for clarity or understanding
 - Gathering initial, basic information on a topic
 - ...or deeper information on a topic you already know

Learn Prompt Structures

ChatGPT Prompting Cheatsheet

Prompt Structure

Acting as a [ROLE] Create a [TASK] for the [AUDIENCE] in the [TONE] including [Essential Info] & ask me [Questions] to help you achieve the task

Act as a [ROLE]

CEO
Inventor
Analyst
Teacher
Marketer
Therapist
Journalist
Advertiser
Lawyer
Copywriter
Website Developer
Accountant
Entrepreneur
Project Manager
Recruiter

Create a [Task]

Design Social Media Posts
Write Ad Scripts
Create Financial Reports
Develop Sales Pitches
Conduct Job Interviews
Craft Blog Content
Resolve Customer Issues
Plan Corporate Events
Design User Interfaces
Implement IT Solutions
Provide Legal Consultation
Psychological Assessments
Conduct Market Research
Create Culinary Menus
Create Job description

For the [Audience]

Job Candidates
Students
Investors
Prospective Clients
Job Applicants
Subscribers
Event Attendees
App Users
Employees
Legal Clients
Patients
Survey Participants
Restaurant Customers
Social Media Followers
Conference Participants

In the [Tone]

Professional
Witty
Persuasive
Informative
Friendly
Formal
Casual
Inspirational
Technical
Playful
Authoritative
Empathetic
Conversational
Educational
Humorous

Include [Essential Info]

Job Location
Salary Details
Educational Benefits
Product Features
Company Values
Customer Testimonials
Event Schedule
User Demographics
Technical Specifications
Legal Requirements
Counseling Approach
Research Objectives
Menu Specials
Social Media Schedule
Conference Agenda

Ask me [Questions]

"What specific design elements should be prioritized in the social media posts?"
"How can we tailor the ad script to resonate with the target audience?"
"What key financial metrics need to be highlighted in the reports?"
"Which unique selling points should be emphasized in the sales pitch?"
"What skills and qualities are crucial for the ideal job candidate?"
"What themes or topics should be covered in the blog content?"
"What troubleshooting steps have already been taken for customer issues?"

Created by:



Khizer Abbas, Growth Marketing specialist

Example



You

Acting as a financial recruiter, create a list of interview questions for entry-level job candidates in a professional tone, including questions about company values and the current financial markets.



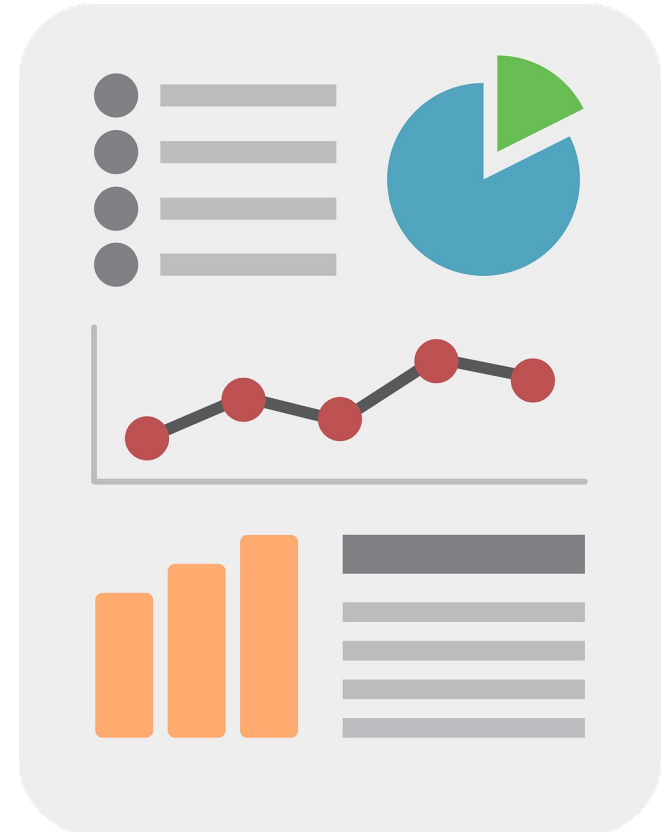
ChatGPT

Absolutely, here's a list of interview questions tailored for entry-level financial job candidates:

1. Can you provide an overview of your educational background and any relevant internships or experiences in the finance industry?
2. What motivated you to pursue a career in finance, and why are you interested in this particular role within our organization?
3. How do you stay updated with current trends and developments in the financial markets?
4. Could you share your understanding of our company's values and how they align with your own professional ethos?
5. Given the dynamic nature of the financial industry, how do you prioritize tasks and manage deadlines effectively?
6. Can you discuss a challenging financial scenario you've encountered in your academic or professional experience and how you addressed it?
7. Collaboration and teamwork are crucial in our workplace. Can you provide an example of a successful team project you've been a part of and your role in it?

AI for Career Exploration

- Skills assessments
- Interest assessments
- Personality assessments
- Personalized recommendations
- Predictive/job market analysis
- Summarization of career information and data
- AI career exploration platforms
- Virtual mentors



Source: ChatGPT Prompt (April 8, 2024)

Prompts for Career Exploration

- Suggest career paths and roles in field X
- Give me details about job X (or role, career path, field), including a typical workday, tasks and responsibilities, salary, future career growth, and skills required
- Recommend more unusual or alternative jobs for a degree in X (or non-academic paths)
- Identify career fields based on my resume including my degree in X, skills in Y, and interests in Z
- Highlight ways I can gain experience in field X, such as through projects, internships, extra-curricular activities, volunteering, and so on
- Tell me about how I can transition from my current career in X into the Y field
- List the types of employers that hire graduates with a degree in X

ChatGPT Prompt Example (p.1)



You

Suggest more unusual or alternative jobs for a PhD in Biology



ChatGPT

Certainly! Here are some alternative or unusual jobs for a Ph.D. in Biology:

1. **Science Writer/Communicator:** Utilize your expertise to communicate complex scientific concepts to a broader audience through writing articles, blogs, or creating educational materials.
2. **Patent Examiner:** Assess the novelty and non-obviousness of inventions related to biology for patent applications, ensuring compliance with patent laws and regulations.
3. **Biotechnology Consultant:** Offer specialized advice to biotech companies on research strategies, regulatory compliance, product development, and market analysis.
4. **Environmental Policy Analyst:** Analyze environmental policies, conduct research on the impact of proposed regulations, and provide recommendations to government agencies or advocacy organizations.
5. **Bioinformatics Specialist:** Apply computational techniques to analyze biological data, such as genomics, proteomics, or metabolomics, to derive meaningful insights and facilitate research in various fields.
6. **Clinical Research Coordinator:** Oversee and coordinate clinical trials, ensuring compliance with regulatory requirements, managing data collection, and facilitating communication between research teams, sponsors, and regulatory authorities.
7. **Science Policy Advisor:** Provide expertise on scientific issues to policymakers, advocacy groups, or government agencies, influencing decision-making processes related to healthcare, environmental protection, or biotechnology.
8. **Science Outreach Coordinator:** Develop and implement programs to engage the public, students, or underserved communities in science education and outreach activities, promoting scientific literacy and interest in STEM fields.

Source:
ChatGPT
Prompt
(4/14/24)

ChatGPT Prompt Example (p.2)

9. **Medical Science Liaison:** Act as a bridge between pharmaceutical or biotech companies and healthcare professionals, providing scientific and medical information on products, facilitating clinical trials, and supporting medical education initiatives.
10. **Forensic Biologist:** Apply biological principles to analyze evidence in criminal investigations, such as DNA profiling, forensic toxicology, or entomology, providing expert testimony in legal proceedings.
11. **Science Policy Fellow:** Participate in fellowship programs offered by government agencies, non-profit organizations, or research institutions, gaining experience in science policy analysis, advocacy, and program management.
12. **Wildlife Biologist for Non-profits:** Work with conservation organizations or non-profits to conduct research on endangered species, habitat restoration, or wildlife management, contributing to conservation efforts and biodiversity preservation.

These alternative career paths leverage the diverse skill set and knowledge base acquired during a Ph.D. in Biology, offering opportunities to apply scientific expertise in various sectors beyond traditional academic research or teaching roles.

ChatGPT
Prompt
(4/14/24)

Prompts for Field, Industry, and Company Exploration

- Suggest resources for learning more about field X
- Give a summary of current trends and news in field X (or about Company X)
- Analyze my resume for any skill gaps for entering field X and give me guidance on ways to enhance these missing skills, including online courses, books, webinars, workshops, and other training opportunities
- Summarize the pros and cons of working in field X, including the challenges and risks of working in this field
- Tell me about specific certifications or training programs that are desirable in field X
- Make a list of companies that offer internships in X geographical area for a degree in Y
- List top companies and organizations in field X

ChatGPT Prompt Example (p.1)

 **You**

I have skill gaps in quantitative data analysis in the social sciences field; give me guidance on ways to enhance these missing skills, including online courses, books, webinars, workshops, and other training opportunities



 **ChatGPT**

Improving your quantitative data analysis skills in the social sciences field is a valuable investment in your professional development. Here are some effective ways to enhance these skills:

1. Online Courses:

- **Coursera:** Platforms like Coursera offer courses such as "Statistics for Social Sciences" or "Data Analysis and Interpretation Specialization" by institutions like Johns Hopkins University or Wesleyan University.
- **edX:** Explore courses like "Introduction to Data Science" or "Quantitative Methods for Social Science Research" offered by institutions like Harvard University or MIT.
- **Udemy:** Look for courses such as "Social Science Research Methods" or "Data Analysis in Python" for hands-on learning.

2. Books:

- "The Statistical Sleuth: A Course in Methods of Data Analysis" by Fred Ramsey and Daniel Schafer provides an introduction to statistical methods with real-world examples.
- "Discovering Statistics Using IBM SPSS Statistics" by Andy Field offers a comprehensive guide to using SPSS for data analysis in social sciences.
- "Data Science for Social Good: Using Big Data Analytics for Public Good" by Rayid Ghani and Eric Horvitz discusses using data science techniques for social impact.

Source:
ChatGPT
Prompt
(4/14/24)

ChatGPT Prompt Example (p.2)

3. **Webinars and Workshops:**

- Check professional organizations in your field, such as the American Sociological Association or the American Psychological Association, for webinars and workshops on quantitative data analysis.
- Universities and research institutions often host workshops or seminars on statistical methods and data analysis techniques. Keep an eye on their event calendars for relevant opportunities.

4. **Online Resources:**


- Khan Academy offers free tutorials on statistics and probability, covering topics from basic concepts to advanced techniques.
- DataCamp provides interactive courses on data analysis using tools like Python, R, and SQL, with specific tracks tailored to social science applications.
- YouTube channels like StatQuest offer clear and concise explanations of statistical concepts, making it easier to understand complex topics.

5. **Practice Projects:**

- Apply your learning by working on real-world data analysis projects. Look for publicly available datasets related to social sciences and practice analyzing them using statistical software like R, Python, or SPSS.
- Consider collaborating with peers or joining online communities where you can discuss and share insights from your data analysis projects.

6. **Networking and Mentoring:**

- Connect with professionals in your field who have strong quantitative data analysis skills. Seek mentorship opportunities or ask for advice on recommended resources and learning strategies.
- Participate in online forums or discussion groups focused on data analysis or social sciences to exchange ideas, ask questions, and learn from others' experiences.

By combining these resources and strategies, you can systematically enhance your quantitative data analysis skills and bridge any skill gap  the social sciences field. Remember to practice consistently and apply your knowledge to real-world scenarios for maximum proficiency.

Source:
ChatGPT
Prompt
(4/14/24)

Technologies for Career Exploration

- **ImaginePhD:** <https://www.imaginephd.com>
 - Online career-planning and exploration tool for graduate students in the social sciences and humanities; includes career assessments, personalized planning tools, job search resources.
- **MyIDP:** <https://myidp.sciencecareers.org>
 - Online career-planning and exploration tool tailored to graduate students in the sciences; includes career assessments personalized planning tools, job search resources.
- **Alumni Aloud Podcast:**
<https://careerplan.commons.gc.cuny.edu/services/alumni-aloud>
 - Interviews (~90) with GC alumni in various fields who share their career journeys and tips for the job search.
- **Career Explorer:** <https://www.careerexplorer.com>
 - Assessment tool that offers top career matches based on interests, goals, history, workplace preferences, and personality. Uses machine learning models and career satisfaction data for suggestions. Most interesting is the trait report and personality report.



AI for Resumes

- Structural and Formatting Recommendations
- Keyword Identification and Optimization
- Initial Content Generation
- Content Improvement
- Customized Content Suggestions Based on Job Descriptions
- Grammar and Spell Check
- Feedback

Resume Prompt Samples

- Show me a basic resume format. Show me a basic CV format.
- How can I tailor my resume to fit the position of X?
- What key points should I include in my professional summary to appeal to employers in X?
- Can you give me tips for creating a resume for X job in Y industry?
- What action verbs should I include in a resume for positions for X?
- Can you suggest the best way to showcase my skills and experience relevant to X?
- How can I show expertise in X on my resume?
- How can I better quantify and highlight my achievements in X experience?
- What format would best present my educational background for a role in X?
- How can I effectively integrate keywords from X job description into my resume?
- Provide tips and best practices for optimizing a resume to ensure it is compatible with Applicant Tracking Systems.
- Provide recommendations to improve the layout of the following resume section.

Sources include: Chris Donnelly & Nikita Gupta

ChatGPT Prompt Example (p.1)



You

How might I tailor this resume content more to a position in UX design?

- Collaborated with a 5-person team to run a 3 day conference.
- Wrote and created fliers and posts for Instagram and LinkedIn.
- Managed event set up and break down.
- Handled post-conference communication with attendees.



ChatGPT

To tailor this resume content more specifically to a position in UX design, you can emphasize skills and experiences that are directly relevant to the field. Here's how you could adjust the provided content:

- 1. Collaborated with a 5-person team to run a 3-day conference:**
 - Highlight your collaboration and teamwork skills, which are essential in UX design projects that involve multidisciplinary teams.
 - Emphasize your role in facilitating effective communication and coordination among team members, showcasing your ability to work together towards a common goal.
- 2. Wrote and created fliers and posts for Instagram and LinkedIn:**
 - Showcase your skills in content creation and visual communication, which are highly relevant in UX design for creating wireframes, prototypes, and design documentation.
 - Highlight your ability to effectively communicate complex ideas through visual mediums, demonstrating your understanding of the importance of clear and engaging user interfaces.

Source:
ChatGPT
Prompt
(3/13/24)

ChatGPT Prompt Example (p.2)

3. **Managed Event Setup and Breakdown:**

- Showcase your organizational and project management skills, which are relevant in UX design for managing design projects, timelines, and resources.
- Highlight any experience with space design or creating physical environments that enhance user experiences, as this demonstrates an understanding of design principles beyond digital interfaces.


4. **Handled Post-Conference Communication to Attendees:**

- Emphasize your communication and interpersonal skills, which are critical in UX design for conducting user interviews, usability tests, and facilitating design workshops.
- Highlight any experience with gathering user feedback and translating it into actionable insights for improving user experiences.

Overall, when tailoring your resume for a UX design position, focus on demonstrating your abilities to understand user needs, collaborate with cross-functional teams, and create intuitive and user-centered design solutions. Highlight any relevant technical skills, such as proficiency with design tools like Adobe XD, Sketch, Figma, or prototyping tools like InVision. Additionally, showcase any experience with UX research methods, such as user interviews, usability testing, or creating personas and user journey maps.

Source:
ChatGPT
Prompt
(3/13/24)




Technologies for Resumes

teal  AI Resume Builder

AI Resume Builder

Build Your Best Resume, EVER!

Make your resume stand out by quickly customizing it to each application and applying to more jobs.

-  **Resume Checker and Matching**
Real-time feedback and an instant match score.
-  **Enhance with AI**
Edit summaries, achievements, and cover letters.
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 ResyMatch.io

Land More Interviews With An Optimized Resume. Start For Free.

737,158 resumes scanned.

 **Jobscan**

 **resume.io**
by career.io

Rezi

AI for Cover Letters

- Content Generation
- Content Personalization
- Optimizing Your Language/Writing
- Creating format
- Improving format
- Feedback on content
- Resume integration

Cover Letter Prompt Samples

- How can I tailor my cover letter for X job in Y industry?
- How can I make my cover letter for X more compelling?
- Can you help start my cover letter with a stronger opening that would grab the attention of X?
- How can I incorporate keywords from X job description into my cover letter?
- Given below is the job description for X at Y, generate key points and skills that should be highlighted in a cover letter.
- What examples should I pull from my resume to expand on in my cover letter for X job at Y company?
- Craft a compelling outline for a cover letter addressing the job X at Y based on the qualifications.

Sources include: Chris Donnelly & Nikita Gupta

Cover Letter Prompt Samples

- I'm struggling to highlight my relevant skills and experiences in a cover letter. Can you provide some guidance?
- Could you suggest some attention-grabbing phrases or buzzwords to include in a cover letter for a [specific industry/position]?
- Can you review my draft cover letter and provide feedback on areas for improvement?
- What are some common mistakes to avoid when writing a cover letter for X job in Y industry?
- I'm unsure how to address gaps in my employment history in a cover letter. Any tips?
- Can you help me conclude my cover letter in a strong and confident manner?
- How can I incorporate my passion for X into my cover letter without sounding generic?

ChatGPT Prompt Example



You

Could you suggest some attention-grabbing phrases or buzzwords to include in a cover letter for a position in student affairs at a community college?



ChatGPT

Certainly! Here are some attention-grabbing phrases and buzzwords you can consider incorporating into your cover letter for a position in student affairs at a community college:

1. "Student-Centered Approach": Highlight your commitment to putting students' needs and interests at the forefront of your work.
2. "Holistic Student Support": Emphasize your dedication to providing comprehensive support services that address students' academic, personal, and social needs.
3. "Diversity and Inclusion": Showcase your commitment to fostering an inclusive and welcoming campus environment that celebrates diversity and promotes equity and social justice.
4. "Retention and Success Initiatives": Highlight your experience developing and implementing programs and initiatives aimed at improving student retention, graduation rates, and overall academic success.
5. "Advising and Counseling": Discuss your expertise in providing academic advising, career counseling, and personal development support to help students achieve their educational and career goals.
6. "Student Leadership Development": Showcase your experience in empowering students to develop leadership skills, engage in campus activities, and contribute positively to their communities.

Source:
ChatGPT
Prompt
(3/13/24)

Technologies for Cover Letters

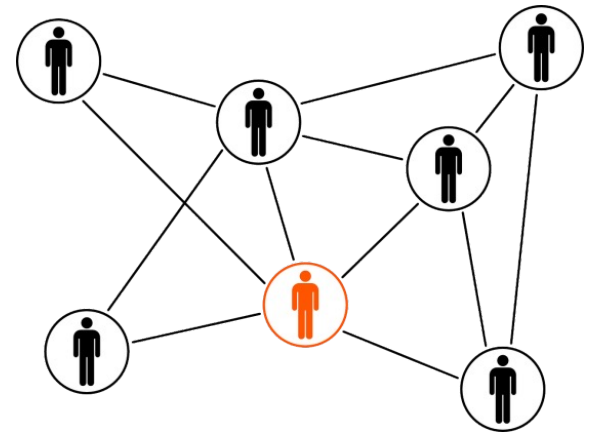


 CoverBuild.io

**Use AI To Write A Customized,
Job-Winning Cover Letter
In Under 2 Minutes**

AI for Networking

- Personalized introductions and requests
- Personalized recommendations and advice
- Event recommendations
- Content curation and sharing
- Data insights
- AI-powered networking platforms
- Automated relationship management



Source: ChatGPT Prompt (April 8, 2024)

Prompts for Networking

- Create an elevator pitch based on my skills of X and my experiences in Y (or based on my resume)
- Give me tips for effective ways to network in field X
- Devise a list of networking groups, events, associations, online communities, conferences, and webinars that I should join or look into for field X
- Craft a LinkedIn connection request based on this person's LinkedIn profile
- Tell me about what I should include in a message to invite this professional for an informational interview based on their LinkedIn profile
- Suggest questions I should ask in an informational interview for career X with this individual based on their LinkedIn profile
- Suggest conversation starters and ice breakers for an in-person conference in field X

ChatGPT Prompt Example (p.1)



You

Devise a list of networking groups, events, associations, online communities, conferences, and webinars that I should join or look into for the public policy field.



ChatGPT

Certainly! Here's a list of networking groups, events, associations, online communities, conferences, and webinars that you should consider for the public policy field:

1. **Networking Groups and Associations:**

- Public Policy Alumni Network
- Association for Public Policy Analysis and Management (APPAM)
- American Society for Public Administration (ASPA)
- Public Policy and International Affairs (PPIA) Alumni Network
- Young Professionals in Foreign Policy (YPPF)
- Women in Public Policy (WIPP)
- Public Policy Forum

2. **Events and Conferences:**

- APPAM Annual Fall Research Conference
- International Conference on Public Policy (ICPP)
- ASPA Annual Conference
- The Policy Studies Organization (PSO) Annual Conference
- Public Policy Exchange Events
- Public Affairs Council National PAC Conference

3. **Online Communities and Forums:**

- Public Policy LinkedIn Group
- Reddit's r/publicpolicy subreddit
- Public Policy Online Community (on platforms like Facebook or Slack)
- PolicyMic Online Community
- Public Policy Exchange Online Forum



Source:
ChatGPT
Prompt
(4/14/24)

ChatGPT Prompt Example (p. 2)

4. **Webinars and Workshops:**

- Brookings Institution Webinars on Public Policy
- RAND Corporation Webinars and Workshops
- Urban Institute Webinars on Social and Economic Policy
- Center for Strategic and International Studies (CSIS) Webinars on Global Policy Issues
- Public Policy Webinars by PolicyLink

5. **Government-Related Groups and Organizations:**

- National Governors Association (NGA)
- National Conference of State Legislatures (NCSL)
- Council of State Governments (CSG)
- National League of Cities (NLC)
- International City/County Management Association (ICMA)

6. **Think Tanks and Research Institutes:**

- The Brookings Institution
- RAND Corporation
- Urban Institute
- Pew Research Center
- Heritage Foundation
- Center for American Progress

7. **Policy Analysis and Research Journals:**

- Journal of Public Policy
- Policy Studies Journal
- Public Administration Review
- Journal of Policy Analysis and Management
- Governance: An International Journal of Policy, Administration, and Institutions

Source:
ChatGPT
Prompt
(4/14/24)

These resources should provide a robust foundation for networking, staying updated on policy trends, and engaging with fellow professionals in the public policy field.

Technologies for Networking

- **Teal:** <https://www.tealhq.com>

- Job tracking platform; also has a contact tracker
- Save contacts from LinkedIn, set goals and reminders (reach out for an informational interview), manage follow-up dates, track contacts by company



teal
Job Tracker

- **Cultivated Culture-MailScoop:**
<https://cultivatedculture.com/mailscoop>

- Tool to help find email addresses of anyone you want to reach out to: recruiter, hiring manager, informational interviewee
- Provide the person's full name and company website



MailScoop

- **Lunch Club:** <https://lunchclub.com>

- A platform that uses AI and machine learning to connect users with common interests and goals and makes introductions for 1:1 video meetings to advance your career
- Asks about your interests, connects with your LI profile and email, devise an introduction, sets up meetings for you



lunchclub

Part II & Upcoming Events

Part 2: Maximizing AI in: (June)

- The Job Search
- When Interviewing & Negotiating
- On the Job



Happening Now:

Conversations in Public Interest Technology

- **Digital rights, privacy, security, equity:** Thursday, April 18, 3pm (virtual)
- **The Fortune Society:** Mon, April 29, 3pm (virtual)

<https://careerplan.commonsgc.cuny.edu/events>

QUESTIONS?

