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**Ways to Use AI in Career Development**

Customize the bullet points below to create specific prompts for ChatGPT. You can start your prompts with phrases such as: Tell me more about…, Give me…, Make suggestions…, Talk about... Anything in brackets below can also be customized with specific details.

You can also follow this structure suggested by Khizer Abbas:

Acting as a **ROLE** [hiring manager], create a **TASK** [list of interview questions] for **AUDIENCE** [potential job applicants] in a **TONE** [professional] including **ESSENTIAL INFORMATION** [general, behavioral, and technical interview questions] for a role in data science and ask me **QUESTIONS** [what skills and qualities are crucial for the ideal job candidate] to help you achieve the task.

**Career Exploration**

* Suggestions of career assessment tools to determine career fit with [skills, interests, values, and personality traits]
* Assessment of compatibility of career options with [interests, values, skills, strengths, personality traits]
* Suggestions of career paths in [field] [or based on resume]
* Thoughts on careers and jobs tied to [degree, skills, and interests]
* Ideas about career paths that existing [skills and past experiences] could transfer into and field/industries that would be a fit
* Suggestions for how to explore a career in [field]
* Ideas about specializations in [field]; emerging trends or areas of growth within [field] to consider
* Recommendations for more unusual, emerging, or alternative jobs for [field]
* Details regarding a [job, role, or career], including typical workday, tasks and responsibilities, salary, future career growth, skills required
* Tips for gaining experience in [field] through projects, internships, extra-curricular activities, volunteering
* Advice on ways to transition from current career into [field]
* Transferable skills that [degree and level] offers and how they apply in a non-academic setting a valuable asset in various industries or sectors
* Summary of a roadmap for achieving goal of entering [field/career]
* List of employers in [geographical area] that hire graduates with [degree]

**Industry/Field Research**

* Suggestions of resources for learning more about [field]
* Report of current trends and news in [field] (including job market trends)
* Ideas about roles and career paths available in [field]; common career trajectories for someone starting out in this field
* Suggestions of common job titles and roles within [field]
* List of keywords and top skills desired in [field]
* List of top companies/organizations in [field]
* Review of pros/cons of working in [field], including challenges and risks
* Details on specific certifications or training programs that are desirable in [field]
* Analyzation of skill gaps for [field] based on [resume]
* Guidance on ways to enhance [skills], including online courses, books, webinars, workshops, and other training opportunities
* Details regarding [field], including career outlook, trends, best career paths, top companies, challenges, benefits, salary ranges
* Summary of specific regions or cities with a strong demand for [field]

**Job Search Strategy (Job Openings, Target Company/Organization Research, Specifics in Job Postings)**

* Advice on best ways to search for job openings for [field/role/career]
* Guidance regarding jobs can apply to in [field] and [geographical location] based on [degree]
* Suggestions of key resources for job listings in [field]
* Summarize various job titles used in [field]
* List of companies growing in [field]
* List of top employers in [geographical area] that hire people with [degree]
* List of companies that offer internships in [geographical area] for [degree and interests]
* List of companies that have sponsored H1B visas in [field]
* Identification of key skills and competencies in [job posting]

**Potential Employer Research**

* Information on [company], including mission, vision, values, products, services, key leadership, culture, work-life balance, employee satisfaction, DEI, company history, financial health
* Comparison of [company] to its top competitors on key metrics such as growth, profitability, innovation, culture
* Insights about recent news articles or press releases regarding [company]
* Summarize employment policies and benefits offered by [company]
* Insights about main competitors of [company]
* Overview of legal/ethical concerns or controversies associated with [company]
* Summary of employee reviews for [company]
* Insights regarding flexible work arrangements such as working from home offered at [company]

**Job Search Materials (Resume, Cover Letter, LinkedIn Profile)**

*All Materials*

* Review of materials for keywords for [field/role/job/posting] in job search materials
* Review of job search materials for grammatical errors
* Summary of skills and qualities needed for [job/posting] and how to best showcase these in job search materials
* Ideas about formatting to make materials look professional and well-organized
* Tips on common mistakes to avoid in a resume and cover letter for [role/job/posting/field]

*Resume*

* Suggestions for strong action verbs to use in resume for [field/job/posting/role]
* Ideas for a professional summary for resume incorporating keywords and skills from [field/job/posting/role]
* Structure and sections best for a resume in [field] that highlights key skills and keywords
* Guidance on highlighting achievements in [job] on resume
* Tips on best strategies for customizing resume for different roles in [field]
* Feedback on resume’s overall effectiveness and clarity for [role/job/posting]

*Cover Letter*

* Ideas for starting an attention-grabbing and compelling opening in cover letter for [role/job/posting] with [company]
* Suggestions of key phrases or buzzwords to include in a cover letter for [job/posting/field]
* Advice on adding a few sentences to cover letter to reflect [skill/skillset]
* Suggestions to connect career goals with mission of [company] in cover letter
* Ideas about incorporating passion for [job/posting/field] without sounding generic or cliché
* Advice on best way to address a career change from [old field/role/job] to [new field/role/job] in cover letter
* Recommendations on creating a compelling closing paragraph for cover letter to [company/role/posting]
* Ideas for demonstrating a good cultural fit for [company/role/posting] in cover letter
* Thoughts on concluding cover letter in a strong and confident manner for [job/posting/field]

*LinkedIn Profile*

* Tips for optimizing LinkedIn profile to attract potential employers and recruiters in [job/career/field]
* Summarize ways to use keywords in LI profile for better visibility in [field/role/job]
* Outline best practices for writing a compelling LinkedIn summary for [field/role/job]
* Ideas for LinkedIn Summary for [field] that includes common keywords and skills
* Review of LinkedIn headline that includes common keywords for [field/role]
* Thoughts on ways to enhance LinkedIn profile headline to better reflect expertise in [field/role/job]

**Interviews**

* Feedback on interview question responses for [role/job/posting]
* List of interview questions that might be asked for in [field/role/job/posting]
* Advice on questions to ask interviewer during interview for in [field/role/job/posting]
* Suggestions of frameworks for approaching a case interview question
* Guidance on behavioral questions to prepare for in [field/role/job/posting]
* Thoughts regarding incorporating [company] and its culture in an interview to show interest for [field/role/job/posting]
* Suggestions for creating a compelling story about career journey in interviews for [field/role/job/posting]
* Guidance on key points and skills to bring up in a job interview for [role/job/posting] with [company] based on [resume]
* Ideas about thank you email after meeting to discuss [role/job/posting] in [company]

**Negotiation/Salary**

* Suggestions of online resources that can provide up-to-date salary information for [field/role/job/career]
* Details about salary range for [role/job/posting] in [geographical area]
* List of other aspects typically negotiated besides salary for [field/role/job/posting]
* Overview of cost of living in [geographical area]
* Overview of salary growth based on years of experience or progression in [field/career]
* Insights regarding common benefits and perks offered in [field] (other than salary)
* Research on performance-based bonuses or incentives common in [field/role/job/career]
* Tips regarding effective strategies for negotiating better salary offers in [field/role/job/career]

**Networking**

* Tips for effective ways to network in [field] outlining key methods to establish valuable connections
* List of networking groups, LinkedIn groups, professional associations, industry-specific networking events, online communities, events, conferences, and webinars that should join or look into for [field]
* Suggestions of a message to invite [person] for an informational interview based on [person’s] LinkedIn profile
* Overview of questions to ask in informational interviews for [career/role/job/field]
* Ideas about questions to ask someone in an informational interview based on [person’s] LinkedIn profile
* Advice about thank you note after meeting with [person] for an informational interview
* Thoughts on a LinkedIn connection request based on [person’s] LinkedIn profile
* Suggestions for an engaging elevator pitch for networking events based on [skills and experiences] [or resume]
* Ideas about conversation starters and ice breakers for in-person [event]
* Suggestions of best ways to follow up with professionals after networking events in [field]
* Advice on strategies on using LinkedIn for networking in [field]
* Tips for strategies on using for maintaining and nurturing professionals in [field]
* List of best groups to join on LinkedIn to network in [field]
* Ideas on ways to engage in content on LinkedIn to increase visibility in [field]