



# AI AND YOUR JOB SEARCH

Artificial Intelligence tools are becoming more and more intertwined in the job search and hiring process, both in the United States and internationally. These tools are used by both job seekers and employers at multiple stages in the search process, and it is important to understand how they work and how to utilize them effectively when you are applying to jobs and internships.

## What are some ways that I might interact with or encounter an AI in my job search?

### **Applicant Tracking Systems (ATS)**

Applicant Tracking Systems (ATS) are a software that helps companies organize and keep track of job applications. ATS systems can scan resumes after they have been submitted and rank them based on how well an applicant's resume matches the job description and demonstrates qualification for the role. In very competitive application processes, this could mean a recruiter doesn't get to review your resume

### **Automated Virtual Interviewing Tools**

Some employers are now conducting first-round interviews through an AI-assisted virtual interview tool. In an AI-assisted interview, an applicant is prompted with interview questions that they will record answers for. Those recorded answers can then be analyzed by AI and/or passed on to human recruiters for review. A study conducted by ResumeBuilder has projected that, by 2024, four in ten companies will use AI in the interview process.

## How might I utilize AI effectively in my job search process?

The most important part of incorporating AI into your job search effectively is making the most of the prompts you are providing the AI tool! The quality of your prompt directly impacts the quality of the results you receive - as in, a poor prompt and no editing will not provide you with quality materials or information to use in your search!

### **For Research**

You can utilize AI to assist you in your research in a variety of ways - exploring career pathways related to your degree, diving into recent news about a company you are interviewing with, generating questions you can ask in an information interview, etc!

Some sample prompts for this research could include:

- I have a degree in Product Design and interest in wearables. What are five career paths that match my interests?
- Show me recent news articles about Rivian/Rivian's design team and their recent innovations.
- What are 3 questions I should ask in an informational interview with a freelance Graphic Designer?



## How might I utilize AI effectively in my job search process? (Cont'd)

### **Resume and Cover Letter Writing**

Resume and cover letter writing may be the first thing you heard of with regard to incorporating AI tools into your job search! An AI tool can be used to glean keywords from a job description, provide an initial resume or cover letter template that you can edit, or review an existing resume and suggest edits to you based on a job description.

Some sample prompts for this could include:

- What specific keywords should I include in my resume for this job: [insert job description]?
- Based on this job description, what are the top three skill areas I should include in a resume?
- **PRO TIP:** Always proofread and edit your resume and cover letter, or any suggested additions to your resume and cover letter, when using an AI tool! Do not copy and paste anything directly from an AI and send it out in an application. Employers value your personal voice and want to read a resume and cover letter than has been written by you, not an AI!

### **Skillsyncer**

Skillsyncer is an AI tool you can use to comparatively analyze your resume in relation to a specific job or internship. You can upload or paste your resume and a job description, then Skillsyncer will scan both and give you a Match Report that details how your resume will do against ATS for that job, as well as some tips and suggestions for improving your document.

### **For Interviews**

When preparing for an interview, you can utilize an AI tool

- Some sample prompts for preparing for interviews could include:
- Show me ten specific interview questions based on this job description: [insert copied description here].
- What are three questions that I could ask in an interview that will give me some insight into the company's culture and the role?

Additionally, as mentioned above, you may be invited to interview with a virtual software that utilizes AI to analyze your interview. Below are some ways to make the most of your AI-assisted interview experience!

- **Pretend that you're talking to a human!** It can be difficult to conduct an interview when you're not interacting with a human. As a result interviewees can sometimes inadvertently mimic the software, becoming more rigid in their responses and focusing less on eye contact and other non-verbal cues. Instead, pretend that you're talking to a person and make eye contact (with the camera), smile, etc.
- **Utilize the key words!** Similarly to an ATS scan, an AI-assisted interview will be instructed to assess applicants in part on how well their answers correspond to the responsibilities and qualifications of the role. They may even be using a similar type of ranking system to ATS that categorizes applicants' interviews for interviewers.
- **Speak clearly and concisely.** In addition to trying to utilize the keywords from the description in your answers, it is also important to speak clearly so that the AI can pick up your words. Using filler words such as "umm" and "like" too often can also impact the way your interview is processed.