

USING AI FOR CVs



ChatGPT

Harnessing AI tools like ChatGPT can significantly aid in refining your job application process. However, it's essential to recognise that while AI offers valuable assistance, it inherently lacks the intricate skills and nuanced understanding of a human. Therefore, while relying on AI-generated content can establish a strong foundation, it's crucial to continuously review and refine them and provide contextual and personal information to demonstrate soft skills and tailor to align with the employer's job role specifications.

Prompts for ChatGPT

1. I am going to give you a job specification for a role I would like to apply for. I will also be giving you information about my experience. I want you to match my experience, skills and attributes to the job description and I would like for you to act as a career's guidance advisor throughout the session and create a CV. Is that understood?
2. Please ensure all spelling and grammar is UK, is that understood?
3. Now enter as much information as you can about yourself or alternatively any existing CV you may have. Include any gaps and ask ChatGPT to help fill those gaps i.e. I have not worked for 6 months due to raising a family. Please can you add this to my CV along with the appropriate skills involved in raising a family in relation to the job role.
4. We can begin the refining process. Have a look through the suggested CV and add/change at this point anything that has been missed or alternatively delete anything not applicable. ChatGPT can be generic so if you add personal metrics this will help. For example, How many customers might you serve in a day, how many people were in your team, or how much did sales increase whilst you were there. What did you add personally to the role for instance a positive friendly and empathetic approach.

Give ChatGPT your next prompt

5. Based on the information so far please can you write a personal/professional statement in less than 75 words relevant to the job description.
6. Read this carefully, again checking for spelling. If you are happy you can now copy/paste this into the relevant part of your CV. **Ensure you clear all existing formatting** and then begin reformatting in line with your chosen style for your CV. This is very important from now on. You must remain consistent with the formatting as any differences will be easily spotted and likely eliminate you from a possible interview. Be sure to keep your CV layout as simple as possible as AI algorithms do not like lines, photos, boxes etc.
7. Beneath the personal statement it is a good idea to do 6/7 Key skills that highlight your overall employment attributes.
8. Now you can begin entering the most recent information about yourself. Enter the dates you started at your last employer to when you left or current if you are still there. If you haven't worked recently just put in Work Gap and explain what you were doing. Then add your reason for leaving
9. Put in a brief summary of about 40 words of your role and then add 6 or so bullet points again include metrics i.e. if you worked as part of the team state how many worked in the team
10. Repeat this for the last 3/4 employers or up to 20 years. Beyond that you can say further information available on request.

11. Remember to keep checking spelling and formatting. Also if you worked for example as a waiter and you are not sure what to put in, just go to ChatGPT and enter what are the main roles and skills required for a waiter

12. Complete the Education and training section and then hobbies and interests

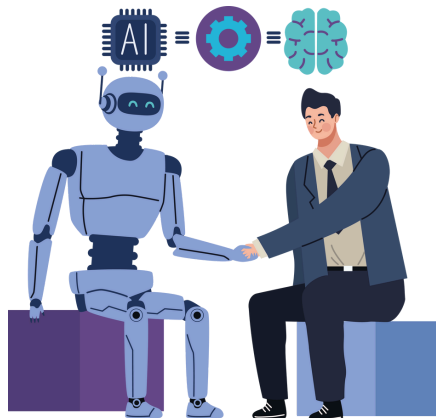
13. Read through again and make sure the language and grammar is authentic and true to yourself. Be honest and personalise the CV to ensure it sounds like you. Employers will always spot if the language and structure does not reflect your personality when you arrive at an interview.

14. Now finally, add a statement saying that references are available upon request.

15. Finally once the CV is complete put it into a free AI detector and ensure it comes across as natural:

<https://copyleaks.com/ai-content-detector>

Don't forget: Improving your job application with the support of AI can be of great value. However, it's crucial to acknowledge and understand the limitations that come with relying solely on AI during the process.



Be sure to consider the following:

- Tailor your application: Remember that AI may not capture the nuances of your unique experiences and personality. Always review and customise your application.
- Check the AI formatting and spelling: Ensure to check for grammar and spelling/ AI tends to use American spelling by default. Use an AI detector and grammar check to eliminate as many errors as possible
- Review your application and check for UK spelling. Also, do not just copy/paste straight into the application as there may well be differences in formatting, and you may leave in some of the prompts/responses.
- Highlight human skills: Whilst AI is great for quantifying/qualifying with metrics, be sure to showcase soft skills such as communication, collaboration and flexibility
- Interaction: It is important when preparing your CV to remain being you. Do not use vocabulary or language that you would not normally. When you arrive for an interview, an employer will soon see if you present yourself and speak differently from your job application. Be authentic and genuine.

You can also use ChatGPT to write a cover letter. Enter the job description and then your CV and ask it to write a brief cover letter that highlights your skills, experience, achievements whilst relating to the job description. Ask it to say why you want to apply for the position and how it would suit you. Once again, review and refine the answers ensuring throughout that your answers are personal and genuine.

