**How to Use AI in Career Development**

At the Center for Career Connections, we believe that Artificial Intelligence (AI) can be a tool for career development by helping you brainstorm ideas, refine your writing, and learn efficiently.

Most AI tools like **ChatGPT** work in a question-and-answer format. You provide the AI with prompts—whether a question or a specific instruction—and it generates a response. You get more useful responses by using clear and specific instructions.

While AI can assist you, you are ultimately responsible for the accuracy and authenticity of what you submit. **Think of AI as a helpful guide or assistant, but not a final authority.**

We urge you to follow the “Best Practices for AI Use” to avoid some of the problems over-reliance on AI can create for you.

**Best Practices for AI Use**

The first question to ask yourself before using AI is: **Should I use AI?**

The answer to this question lies in two areas you should consider:

1. **Honesty and ethics:** Will using AI create a false impression about me and my skills?
2. **Can AI do the task with reasonable accuracy?** AI tools are limited by their programming and the context you give them to work from. For example, ChatGPT-4 (free version) has an April 2023 knowledge cutoff date.

**We strongly discourage you from using AI tools to write your resume or cover letter for you.** In addition to the ethical concerns, it can be easy for employers to tell when something is written by AI. AI does not currently reach the quality and personality employers want to see in your application documents. The software cannot speak in your voice and does not know your skills and experiences as well as you do.

The safest way to use AI is to treat it like a chatty, open-authored *Wikipedia* article – go to it for brainstorming-like information and inspiration. Just remember that it will not always be reliable, so double-check all factual statements it makes.

Key examples of appropriate use include:

1. Exploring possible careers based on your skills and interests
2. Preparing for interviews
3. Getting feedback on the content and format of your resume and cover letter
4. Reviewing what you write for basic punctuation and grammatical errors

Your instructors may have AI policies in their courses. If you are doing any work for a course, please ensure you are following your instructor’s policy to avoid violating the student code of conduct.

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When using AI tools, it’s best to provide clear, step-by-step directions. If the response doesn’t match your expectations, you can always rephrase your request or ask for clarification. Persistence and patience can lead to better results.

**Tips to Increase AI Response Accuracy**

1. Tell the AI what role you want it to take on. Is it a career center counselor? A hiring manager in your chosen industry? A job market analyst?
2. Tell the AI what geographical region you want it to pretend to be located in. Experts in Japan will respond differently than experts in the US. AI tools have been programmed on worldwide data, so they will have some understanding of these differences.
3. Tell the AI how far into the future you want it to make projections for you. For example, ask it for possible job prospects through 2030 in X career field in X city/state/region.
4. Tell it how many helpful suggestions you want to get. Do you like a lot of data? Then ask for 10. If you prefer shorter responses, tell it what number of suggestions you want to read before asking for more.
5. If you ask it to make a judgment or projection, ask it to share its reasoning. This will help you check it for “hallucinations” (incorrect information).

**Example Prompts:**

Career Exploration

* I’m majoring in business. What types of jobs are typical for business majors in 2025 graduating in Bellevue, Washington?
* What are 10 jobs that involve being active and on your feet?
* Between your programming cutoff date and 2030, what industries are projected to grow in the Seattle area? What types of college majors would prepare someone for jobs in those fields?
* I’d like you to pretend to be an interior designer in Seattle. I’m going to ask you questions about your work.
  + First, what is your favorite and least favorite part of being an interior designer?
  + Second, what do you find most challenging in your role?
  + Third, what advice would you give someone who hopes to become an interior designer one day?

Resumes & Cover Letters

* I’m going to paste my resume and a job posting below. Once I do, please identify the top skills and qualifications related to the job posting you think I should highlight.
* Please review my resume / cover letter for any spelling or grammatical errors, and make suggestions for each.
  + We recommend using **Quillbot** for this, as it is free and won’t try to rewrite your human sentences like ChatGPT, Gemini, or other large language models will.
* What is the format for a typical cover letter for entry-level digital marketing roles?
* I want to become an aerospace engineer. I want you to pretend you are a smart and helpful Career Specialist at a community college. I will give you two pieces of information I want you to use to help me: my resume and a job posting. What skills and experiences do you think would be helpful for me to write about in my cover letter?

Interview Prep

* I was invited to a phone interview for an entry-level cybersecurity role at T-Mobile. What can I expect and how do I prepare?
* I’m going to paste a job description below. Please provide 10 sample interview questions for this position.
* What are 10 typical entry-level software development interview questions?
* I’d like you to be an interviewer. I’m going to do a practice interview with you for the position I paste in the chat. Please provide me with 5 practice questions and allow me to respond one by one, providing feedback for each response.

**Possible AI Tools to Try:**

ChatGPT

Gemini

Copilot

Perplexity

AI tools vary in their accuracy and reliability. We recommend choosing the tool you are using intentionally and **verifying all information that AI tools provide.**

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