



Tips for Using AI in a Successful Job Search

Getting Started with AI Tools

Why AI Matters for Job Seekers

- Knowing how to use AI may give job seekers an advantage in the hiring process.
- AI helps job seekers target resumes and applications, refine writing and practice interviewing.
- When job seekers use AI appropriately, it can save time and build confidence.
- While AI is a great tool, it is only part of a successful job search strategy; contact staff at a CareerForce location near you for FREE job search assistance, visit CareerForce.MN.gov/locations.

Using AI for Resumes

- Use a “master” resume as a base and create targeted resumes for specific positions
- Using your “master” resume, ask AI to extract keywords from job postings and determine how your skills and experience on your resume match them.
- Ask AI to identify gaps in your resume for particular positions and research ways to fill those gaps without overstating your skills and experience.
- You can build and store resumes in the My Resume Center at CareerForce.MN.gov/resumes.
- You can start a resume draft by using prompts in your AI tool of choice; prompts are much more in-depth than a web search

Prompt Examples:

- “Write a resume summary for a project manager with 10 years of construction experience.”
- “Rewrite my resume bullets to highlight leadership and quantify achievements.”

Using AI for Cover Letters

- Generate a draft, then personalize the letter, especially the intro and closing.
- Ask AI to adjust tone (e.g., professional, confident) of a cover letter you have drafted.
- Review the letter closely to ensure your voice comes through and that letter content reflects your skills and experience.

Using AI for Interview Prep

- Simulate interviews: “Act as an interviewer for a customer service role.”
- Ask AI to analyze your interview responses.
- Request STAR method behavioral questions and prepare responses to those questions
- Use Google’s Interview Warm Up tool at <https://grow.google/certificates/interview-warmup/>.

Staying Safe and Maximizing Value

🔍 Using AI for Employer Research

Prompt Examples:

- What are the top ten employers of CNC machinists in Central Minnesota?
- Based on my resume, what Twin Cities area employers are currently hiring for people with my skills and experience?
- Summarize the biggest developments at employer XYZ in the past five years.

🛠 Pick the AI Tool That's Right for the Task

- Try several tools and find out what works best for you.

Purpose	Suggested tools
Resume Writing	ChatGPT, Copilot, Claude
Interview Prep	ChatGPT, Interview Warmup, LinkedIn
Job Research	Perplexity, LinkedIn AI, Careerflow

⚠ Key Reminders

1. **Protect Personal Data** – Don't paste full personal info into public tools.
2. **Check Accuracy** – AI can fabricate details. Always verify AI-generated content.
3. **Stay Authentic** – Avoid noticeable "AI voice". Key giveaways include lots of em dashes, overly exaggerated or hyperbolic language and repeated use of unexpected words.

⚠ Risks to Watch For

- **Privacy** – Some AI tools store uploaded data to inform their large language model. Don't share information you don't want stored and used by AI in the future.
- **Scams** – Avoid unverified "AI resume scan" sites. You shouldn't need to pay anything for an AI review of your resume; there are plenty of free tools out there.

Final Advice

- Use AI to **enhance**, not replace, your personal touch.
- Treat AI as a **coach**, not a substitute.
- Combine AI with traditional strategies like **networking** and **follow-up** for the greatest success.