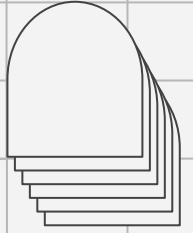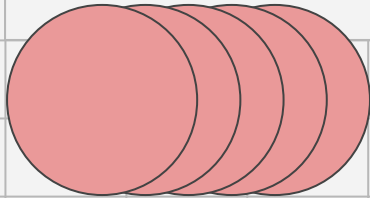# ChatGPT
Guidelines

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What is ChatGPT?

ChatGPT is a natural language processing AI chat bot. ChatGPT generates responses based on user prompts. It can answer questions, draft material, translate languages, etc.

How Can ChatGPT Help With Job Applications?

Resume Review

- Match resume with job description
- Check for typos and grammatical errors
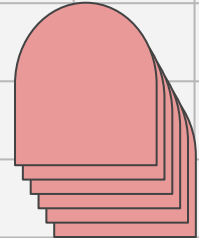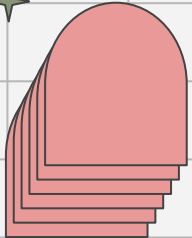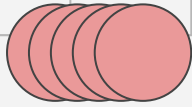- Recommend buzzwords

Cover Letter Editing

- Check tone of cover letter
- Draft format
- Make cover letter more personalized

Interview Practice

- Generate possible interview questions
- Evaluate coding solutions
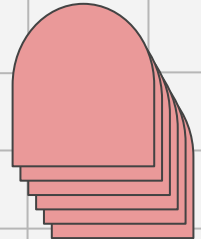- Generate questions that you can ask to your interviewer

Resume Prompts

"[Share your resume] Review my current resume and suggest improvements to ensure it is error-free, precise, and effectively communicates my skill, expertise, and experience. Provide feedback on the structure, including formatting and layout, and avoid any kind of personal opinions or preferences or biases."
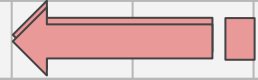
"Review my resume like an expert coach and let me know five specific changes I can make based on this job description. [insert job description]"

"Are there specific buzzwords I should include in my resume to enhance my resume for applicant tracking systems (ATS) for this job? [insert job description]"

Cover Letter

- "I am applying for a [Target Role] at [Company Name], and I would like your help writing a personalized cover letter. The job posting requires experience in [Field Of Experience, Ex: Java, Python]. Please also make sure to include a professional and confident tone, and emphasize how I can contribute to the company's success. "

- Write a 3-paragraph cover letter in a formal tone using experiences from my resume that align with this job description. [insert job description} [insert resume]

Interviews

- I am applying for the [Your Role], and currently, I am in the coding round of the interview. The project I am being interviewed for uses [Give Programming Languages Like Java, Python, etc]. Ask me questions related to the project and evaluate my solution.

- Generate 10 specific likely interview questions based on this job description.
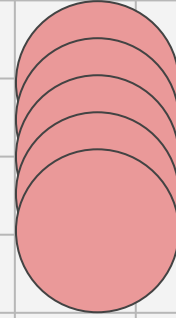
- Take question one and based on my resume, how would you answer that question with a response that feels confident and engaging?

- What are five questions I can ask in an interview that will give me insight into the company's culture and commitment to diversity, equity, and inclusion?

DISCLAIMER!

- ChatGPT is still in development so it can make mistakes. Double check all responses/edits to make sure they are truthful and accurate as ChatGPT may add false information to your resume/cover letter.
- ChatGPT should be used as a supplement to career counseling, not a replacement. Consider scheduling an appointment with career services even if you are using ChatGPT to prepare for a job application.