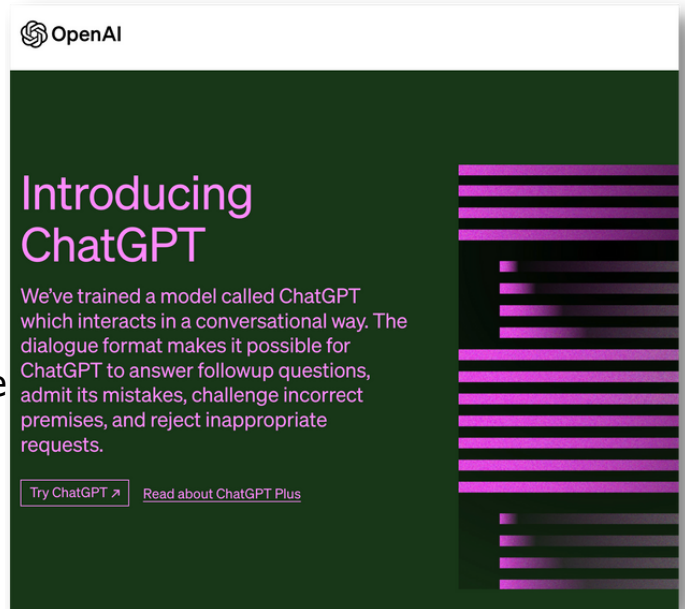


Using ChatGPT as a Job Seeker

What is ChatGPT?

- AI program that recognizes textual input and generates responses such as explanations, directions, research, writing, and more.
- Visit <https://openai.com/blog/chatgpt> to sign up for a free account.
 - Launch the program at <https://chat.openai.com/>.
- OpenAI warns, "ChatGPT may produce inaccurate information about people, places, or facts"
- OpenAI tested ChatGPT-4 on exams; it can rank in the 90th percentile on the Bar Exam.
- ChatGPT Plus is \$20/month, for additional features.



Source: <https://openai.com/blog/chatgpt>

Prompt Ideas for ChatGPT

ChatGPT		
Examples	Capabilities	Limitations
"Explain quantum computing in simple terms" →	Remembers what user said earlier in the conversation	May occasionally generate incorrect information
"Got any creative ideas for a 10 year old's birthday?" →	Allows user to provide follow-up corrections	May occasionally produce harmful instructions or biased content
"How do I make an HTTP request in Javascript?" →	Trained to decline inappropriate requests	Limited knowledge of world and events after 2021

Source: <https://openai.com/blog/chatgpt>

- **Give me a list of questions I should ask (company) during my interview."**
- **Write a sample resume for a** (recently graduated student; professional seeking a career change; etc.)
- **What are keywords/key skills for the resume of a** (paralegal; admin assistant; etc.).
- **Tell me about job fairs, communities, websites, and resources in** (your city).
- **What is the average salary range for** (your career) **with (X) years of experience and (X) years of education?**
- **What are pros and cons of a career in** (career).



Using ChatGPT as a Job Seeker

Pros and Cons of Using ChatGPT



Pros

- Reduces time spent on basic research on industries and companies, job options, education or licensure requirements, or sample salary ranges
- Can quickly provide website links, community resources, and upcoming events
- Can create customized resume template, cover letter templates, inquiry emails, and thank you letters
- Can revise your writing, adjust the tone and style, and check for grammatical errors



Cons

- ChatGPT's tone may be inconsistent with your natural tone. Discrepancies between the writing you submit through ChatGPT and your natural writing may be noticeable to others.
- Can become a crutch preventing self-reflection on your career journey and experiences
- Can provide inaccurate data, broken links, and biased information.

Use ChatGPT with caution! It is a powerful resource, but it is not the perfect solution in every situation.



If you need job-seeking, resume, or career advice from a real human rather than AI, the humans at Siplesthebest can help! See our services for Job Seekers at siplesthebest.com/jobseekers.

