

AI PROMPTS FOR CAREER ASSISTANCE

Embracing AI can provide valuable insights and strategies for career development. Use it to explore careers, required skills and qualifications, resume and cover letter writing, networking tips, interview preparation, and follow-up strategies.

Note: Always verify AI-generated content for accuracy and tailor it to your personal voice. Treat these prompts as helpful suggestions, similar to advice from career readiness staff. Be sure to remove any personal information before sharing your resume.

CAREER EXPLORATION

Insights:

- Can you provide insights into different career paths with my major in [list major]?
- What are the pros and cons of pursuing a career in [field/job]?
- What is the average salary for [insert major] after graduation?
- What are some ways to learn more about what it's like to work in [insert industry]?
- Describe the day-to-day responsibilities of a [specific job title], and what qualifications are usually required.
- I enjoy [list hobbies/interests], what are some career paths that incorporate these?
- Compare and contrast the career paths in [field A] and [field B].
- What are the typical work environments for [job title] and how do they vary?

Informational Interview and Shadowing:

- What questions should I ask when I am shadowing a professional?
- Help me create an email asking to shadow a professional.
- What questions should I ask when conducting an informational interview?

Personality Assessment:

- I am interested in going into a career like [industry/role], or [industry/role]. Can you ask me five questions about my personality and interests and use that information to suggest a possible career path?

AI Career Counselor:

- I want you to act as a career counselor. I am looking for guidance in my professional life, and your task is to help me determine what careers I am most suited for based on my skills, interests, and experience. You should also conduct research into the various options available, explain the job market trends in different industries, and advise on which qualifications would be beneficial for pursuing particular fields. My first request is "I want advice in pursuing a potential career in [insert industry/role]."

SKILL DEVELOPMENT

- Describe the skill set required for a successful career in [specific field] and how I can develop those skills.
- Could you recommend resources to improve my [insert skill, i.e., communication] skills?
- How can I develop a strong foundation in [desired skill]?
- Can you suggest any resources, books, or online courses that could enhance my skills and make me a more competitive candidate?

NETWORKING

Building Relationships:

- What are some effective ways to network and make professional connections in [industry/field]?
- How do I maintain and nurture professional relationships over time?
- My professor invited a guest speaker to talk about their career path. How can I maximize this connection and follow up with them via email or LinkedIn to thank them for their time and reconnect?
- What are steps I can take to find a mentor?
- Using my resume, write me an example of an elevator pitch I can use when connecting with others professionally. [Insert resume.]
- What are some professional associations I can join as a [insert major] student?
- What action steps can I take to build meaningful relationships at my internship/job site at [insert organization name]?

Personal Branding:

- I am a college student in my [class] year studying [major]. Help me identify strategies to establish and develop a strong personal brand showcasing my expertise and accomplishments in [elaborate].

Online Platforms:

- How can I optimize my LinkedIn profile to attract potential employers and network with professionals in my desired industry?
- What are the top networking, job, and/ or social media sites for job seekers in [insert industry or occupation]?
- What resources and sites can I use to stay up-to-date with industry trends in the [insert industry], allowing me to share insights into the latest trends on professional networking sites like LinkedIn?
- Write a 300-character message for me to connect with someone on LinkedIn or Handshake.

Events:

- Could you offer advice on attending industry events and conferences?
- Give me a list of thoughtful questions I can ask recruiters at a career fair to express my interest in their company.
- List five questions I can ask new connections at a networking event.

JOB/INTERNSHIP SEARCH AND APPLICATION

General Job/Internship Searching:

Replace the word "job" with "internship" if searching for an internship.

- Give me a list of the top 10 employers for [insert industry].
- I'm looking for a job in [industry/field]. Can you suggest some effective ways to find job openings and stand out in my applications?"
- What are some online platforms or websites where I can find job listings for [specific job role]?
- I'm struggling with staying motivated during my job search. Can you offer some tips to maintain a positive mindset throughout the process?

Resume and Cover Letter:

- I'm struggling with crafting a compelling resume and cover letter for [specific job/internship role]. Can you provide tips or suggestions?
- Prompt 1: Can you please analyze this job description provided below and provide key skills/requirements I should highlight on my resume for this job? [Paste Job Description]
 - Prompt 2 (in the same chat thread): Please rework the experience section of my resume given below to better emphasize my relevant qualifications for this job description [Job Description]. Here is my experience [Paste only the experience Section of your resume].
 - Prompt 3: Based on my resume and the job/internship description I provided, write me a compelling cover letter that helps highlight the key skills and experiences that are most relevant to the position. Focus on achievements and qualifications, experience working in the industry and leadership potential.

INTERVIEWING

Tell Me About Yourself:

- Can you help me craft a compelling elevator pitch for a job interview? I want it to be concise (around 30-60 seconds) and highlight my background, key skills, and what makes me a great fit for the role. Here's some information about me: [insert your background, experience, key skills, and the job you're applying for].
- "Can you help me create a strong answer to 'Tell me about yourself' for an interview? I want it to be professional, engaging, and tailored to [job title/industry]."

Role-Specific Questions:

- For a [job title] position, what skills and experiences should I emphasize in the interview?
- Could you provide tips for preparing and excelling in [specific job] interviews?
- Could you suggest some possible questions related to [specific task or skill] that I might be asked and provide sample answers?
- What are some common interview questions for [specific job role], and how can I best prepare thoughtful answers?

Behavioral Questions:

- Can you help me formulate a STAR response for the 'Tell me about a time when...' question? The situation involved [briefly describe the situation], the task was to [describe the task], the action I took was [describe your actions], and the result was [describe the positive outcome]."
- Give me examples of common behavioral questions for [insert job title] and sample answers using the STAR response formula.

Company Research:

- I'm interviewing with [Company Name]. Can you provide me with insights on their culture, recent news, and values that I can mention during the interview?"

Strengths and Weaknesses:

- What are some effective ways to discuss my strengths like [choose a strength from the job description] during the interview? Additionally, how can I frame my weakness in a positive light, such as [mention a skill you're working on]?"

Handling Tricky Situations:

- In case I'm asked about a difficult situation or conflict I've faced at work; how can I frame my response to show my ability to manage challenges and collaborate effectively?

Asking Questions to Interviewer:

- What are some insightful questions I could ask the interviewer to demonstrate my interest in the role and the company? I want to go beyond basic questions.

Salary and Benefits:

- How can I effectively negotiate salary and benefits during the interview process? Are there any strategies or key points I should keep in mind?
- I need advice on negotiating salary and benefits during the job offer stage. What are some best practices I can follow?

Follow-Up and Thank-You Notes:

- What's the best way to write a follow-up email after the interview? Could you help me draft a thoughtful thank-you note that highlights my enthusiasm for the role?

CAREER DEVELOPMENT

Professional Development:

- Give me a list of questions I can ask my supervisors and/or colleagues during my first 30 days in a new job or internship.
- How can I maintain continuous professional development and stay up-to-date in [industry/field]?
- What are some effective ways to set and achieve career-related goals?
- Can you recommend online courses or platforms for skill enhancement?"

Advancement:

- What steps can I take to advance from [current position] to [desired position]?
- Are there any leadership skills that are particularly important for advancing in [specific industry]?
- Can you suggest strategies for seeking promotions and raises?"

Entrepreneurship and Freelancing:

- What are the essential steps to starting a successful [type of business] business?
- Could you provide insights into transitioning from a traditional career to freelancing in [specific field]?
- What are common challenges faced by entrepreneurs in [industry], and how can they be overcome?"

Work-Life Balance and Wellbeing:

- What strategies can I use to maintain a healthy work-life balance in [demanding job/industry]?
- How can I manage stress and avoid burnout in [high-stress profession]?
- Could you suggest techniques for prioritizing mental and physical well-being while pursuing a demanding career?"