

ChatGPT and other AI are becoming increasingly important in all areas of our life, including job search. While ChatGPT, can certainly be helpful and easy to use, here are some tips and considerations to leverage it in your job search.

Tips to maximize ChatGPT:

- **Use ChatGPT as a template or first draft:** ChatGPT can produce unique, professional sounding cover letters with proper grammar and spelling. However, ChatGPT can come across as generic, and even HR professionals (like our career specialists!) are already beginning to identify when applications are generated by AI. Use ChatGPT resumes/cover letters as a foundation and take the time to personalize each application a little.
- **Tailor and focus your applications:** ChatGPT often produces long, generic cover letters and resumes that don't include specific examples or details that help highlight or give context to your experience. For a cover letter, focus on one or two examples that demonstrate some of the key skills or responsibilities the job posting is requesting.
- **Use strong prompts:** ChatGPT and other AI are only as good as the prompts you provide. The more detailed your prompts, the better the AI will be able to articulate your experience. This means you may still have to pay attention to what is being requested in the job posting and adjusting your prompts for ChatGPT to provide relevant information about you in your application. Students with limited experience or those changing careers also often don't include their valuable school, project or volunteer work, which won't get captured by ChatGPT if it's not provided!
- **Add your own voice/personality:** One of the downfalls of AI/ChatGPT is the formal and factual tone it takes. Be sure to edit and customize your applications to demonstrate some of your own personality and passions/values/interests related to the job.

Be mindful:

- **ChatGPT doesn't misrepresent you:** remember, the point of a cover letter and resume is to articulate your experience, skills and qualifications to an employer. Double-check to make sure ChatGPT accurately represented you, and make sure you're able to convey the same experience and skills in an interview.
- **ChatGPT may not produce an ATS friendly application:** Applicant Tracking Systems (ATS) are used by employers to help filter out applications by searching through for keywords or duties that are included in the job description. ChatGPT may not always be able to recognize what are crucial keywords or skills to include in your application, so compare any application produced by AI to the job posting and edit your application to ensure keywords from the posting are being included and will be caught by the ATS.

[Should You Actually Use ChatGPT to Generate Your Cover Letter? \(11 Pros and Cons\) - Jobscan](#)

ChatGPT Alone vs. A tailored ChatGPT cover letter:

SANA KARIMI

(778) 333-4455 | skarimi@mymail.ca | Burnaby, B.C.

The Recruitment Team,
BCIT Student Association
3788 Willingdon Avenue, Burnaby, BC
Date: May 24th, 2023

Re: Application for the role of **Human Resources Assistant (Job ID #123456)**

Dear Recruitment / Hiring Manager,

With this letter and my attached resume, I would like to express my sincere interest in applying for the position of **Human Resources Assistant** at the **BCIT Student Association**. This role particularly caught my attention after researching about the company, I believe the values and mission of the organization are something I strongly identify myself with at a personal and professional level. I have a strong background in performing efficient administrative operations, human resources (HR), and client service, and feel I can perform well and deliver value in these domains.

I have developed the following skills that would add value to this position:

- Academically, pursuing Human Resource Management certificate from the British Columbia Institute of Technology
- Knowledgeable in HR functions including recruitment & onboarding, HR administration, employee relations, training & development, payroll & benefits, termination, employee engagement, team management, succession planning, diversity & inclusion, organizational behavior, leadership development, and conflict resolution
- Expertise in managing high volume incoming/outgoing calls, business correspondence (letters, emails, memos), scheduling, meeting coordination, calendar management, digital/physical records maintenance, inventory management, logistics management, shipping/receiving, etc. ensuring adherence to organizational procedures and policies to ensure outstanding productivity and performance
- Understanding of the Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Pay Equity Act, and Integrated Accessibility Standards Regulations
- Adept in facilitating administrative efficiency through expertise in time management, communication, cross-team coordination, and organization skills
- Ability to build strategic relationships and partnership-building skills – listen attentively, solve problems creatively, and use tact & diplomacy to achieve desirable outcomes
- Excellent communication and interpersonal skills with the ability to work in a fast-paced, high-pressure environment within a team setting able to deliver performance-driven results

Furthermore, my proactive nature and my ability to effectively collaborate with other team members offer additional skills essential to this position. I believe I would be an immense asset to your team and look forward to hearing from you to discuss how I may contribute to your goals.

Thank you for taking the time to review my resume and cover letter.

Sincerely,
Sana Karimi

Commented [MT1]: ChatGPT doesn't realize a cover letter is meant to compliment your resume with personal examples and details of your accomplishments. Use one or two key experiences related to your job posting to give the employer an idea of how you think and how you can contribute your skills to key areas of the position - you'll get a chance to elaborate more on the other skills during an interview!

Commented [MT2]: If inputting an entire job posting to generate a cover letter, ChatGPT often tries to cover every duty of the posting, making it too long and difficult to read (this cover letter had to have narrow margins to make it fit on one page!).

SANA KARIMI

(778) 333-4455 | skarimi@mymail.ca | Burnaby, B.C.

The Recruitment Team,
BCIT Student Association
3788 Willingdon Avenue, Burnaby, BC
Date: May 24th, 2023

Re: Application for the role of **Human Resources Assistant (Job ID #123456)**

Dear Recruitment / Hiring Manager,

As someone with high attention to detail and passionate about finding “the right fit for the job”, I would like to express my sincere interest in applying for the position of **Human Resources Assistant at the BCIT Student Association**. This role particularly caught my attention as a current BCIT student, as improving the experience of students and making sure students are supported with what they need to succeed at BCIT are something I strongly identify with at a personal and professional level. I also have a strong background in performing efficient administrative operations, human resources (HR), and client service, and feel I can deliver value that will find the best talent to support BCIT students.

While pursuing my Human Resources Management certificate at BCIT, I participated in a Capstone project where I was responsible for recruitment and onboarding and designing a strategy to increase candidate engagement. By creating a survey that asked current employees about their hiring experience, I learned employees wished they had more information about compensation when they applied. After analyzing the results and company payroll data, I was able to write a job posting that provided a clear pay range and benefits package to attract candidates. After posting, we saw a 25% increase in views on our posting and 75 additional applicants compared to the same position posted last year.

In addition, I previously worked as an Executive Assistant at ABC Logistics where I was responsible for creating business correspondence (letters, emails, memos), meeting coordination and calendar management for the CEO. One challenge I encountered on the job was the high volume of incoming inquiries and requests for meetings with the CEO from suppliers and contractors. Using active listening skills with our suppliers and contractors to determine their needs and time needed, and having weekly check-ins with the CEO, I was able to determine the most urgent of meetings to schedule and direct to alternative staff members to help our suppliers and clients to reduce the burden on the CEO.

Along with these skills and my proactive nature and ability to effectively collaborate with other team members, I believe I would be an immense asset to your team and I look forward to hearing from you to discuss how I may contribute to your goals. Thank you for taking the time to review my resume and cover letter; I can be reached at (778) 333-4455 or skarimi@mymail.ca.

Sincerely,
Sana Karimi

Commented [MT3]: ChatGPT is often vague and impersonal in its writing. Your cover letter's introduction paragraph is a great opportunity to add some of your personal values and interests to ChatGPT's factual statements.

Commented [MT4]: The same issue with vagueness and lack of details comes through in ChatGPT's description of your skills. By providing more context and details of your skills, experience and accomplishments in key areas of the job, an employer is better able to see what you are capable of and can offer to the position!

ChatGPT Generated example of work Experience:

Human Resources Intern
DEF Construction Company

January 2023 to April 2023

- Developed a deep understanding of recruitment and selection best practices, staying abreast of the latest industry trends and advancements.
- Acquired hands-on experience in screening resumes and providing constructive feedback to candidates, honing critical evaluation skills.
- Actively contributed to enhancing the overall quality of the recruitment process by evaluating resumes based on established criteria and sharing insights with hiring managers.
- Effectively managed time and responsibilities to meet project deadlines and deliver high-quality feedback.
- Leveraged strong communication skills to provide clear and concise feedback to candidates, offering guidance on areas of improvement.

Tailored ChatGPT example of work experience:

Human Resources Intern
DEF Construction Company

January 2023 to April 2023

- Developed resume screening processes and interview questions to effectively respond to low availability of skilled trades workers.
- Screened 100 resumes and identified areas of ambiguity to provide constructive feedback to candidates and prepare follow-up interview questions for candidate.
- Provided insights on resume shortcomings and candidates strengths based on job posting with hiring managers to enhance overall quality of the recruitment process and decision making.
- Effectively managed scheduling interviews, screening resumes and participation in candidate review meetings to meet project deadlines and maintain a timely hiring process.
- Provided written and verbal feedback to unsuccessful candidates by tactfully discussing specific areas of improvement related to the job posting.

Commented [MT5]: ChatGPT won't be able to provide specific numbers or results that will provide context to your accomplishments to an employer. Be sure to provide this as a detailed prompt or as an edit after ChatGPT has generated your skill statement.