

Effective use of AI in drafting your resume, cover letter, and job application

AI is an incredibly powerful way for candidates to craft job-specific resumes & cover letters. Unfortunately most candidates use AI in the wrong way and it makes them sound more generic. The correct way to use AI is NOT to simply have it generate standard descriptive terms but to look at the company, the job posting, and all other relevant information to answer these questions:

1. What problem is the company trying to solve?
2. What would make someone successful in this role?
3. What evidence do I have that proves I can do this?
4. What concerns might the hiring manager have about me?
5. How do I position myself as the safest and strongest choice?

The candidates who stand out are the ones who use AI to:

- Think better
- Research better
- Identify patterns
- Understand the role more deeply
- Prepare sharper examples
- Communicate your value more clearly

As a candidate you can use AI to:

- Speed up your research
- Analyze job descriptions
- Identify potential skills gaps
- Pressure test your positioning

You can also use AI to improve **what** you communicate.

But do not use it, or allow it to turn you into a “generic candidate” that sounds the same as everyone else.

The goal is not to just get past AI screening of your qualifications, the goal is to make you stand out among all the other applicants and convince the hiring manager that YOU are the perfect **fit** for this job.

To do that you must use YOUR strengths and experience to match the employer’s needs using words that will pass the AI initial screening and capture the attention of the hiring manager.

Three Skills That Will Always Be Valued (C-A-P)

1. Critical Thinking

2. Adaptability

3. Problem Solving