8 tips to use Artificial Intelligence (AI) for your career exploration

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And how to keep the *human* in the process

In this day and age, Artificial Intelligence (AI) is commonplace and has such versatile uses, allowing for innovative solutions and time saving approaches to tasks. This is true for career exploration and the job search process, too!

AI is simply put, is a branch of computer sciences that focuses on creating technology systems that perform tasks typically requiring human intelligence to simulate human learning, comprehension, reasoning, decision making or problem solving.

Though using AI and various applications can support in streamlining a job application process or bring efficiency into a career exploration, it is critical to carry out these tasks ethically and intentionally while not relying solely on technology to complete human-driven processes.

Here are eight tips to approaching your career exploration using AI responsibly as a helpful tool without losing your own human voice and touch.
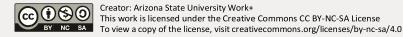
Tip #1: Don't let AI write your materials for you

Using AI platforms like ChatGPT or Gemini responsibly starts with contributing your own initial content. Asking for feedback and suggestions rather than asking for these platforms to create things *for* you ensures your end result is not falsified or conflated. This is especially important when considering job application materials such as a cover letter - it is very easy for AI to misrepresent your qualifications or speak too generally rather than connecting your individual experiences to the specific position you are interested in. Remember, AI is a smart tool acting as an assistant, not a person.

Tip #2: Allow AI to connect your interests, major, or passions to a job title for you

Do you have a lot of varying interests and unsure how they may connect to your future career? AI can be really helpful in organizing information such as interests or passions and connecting them to potential jobs or industries. This can be done by using a prompt that asks for a list of job titles and descriptions that align with your provided interests, values, industries, education level, etc. Using AI effectively enhances efficiency by limiting the time it takes to carry out an internet search that includes siphoning out the relevant information you find. Instead, you can provide necessary details and let AI start connecting the dots for you.

Potential Prompt: I like [insert school subjects or specific interests] and struggle in [insert areas of growth or weaknesses] and I value a [insert specific types of work environment like collaborative, remote, small team, etc.] and am majoring in [insert major or other educational interests]. Using the information I shared, recommend 10 job titles, companies, and title descriptions that align with these areas of interest.

Tip #3: Now that you have some job titles, dig deeper

Using the different job titles and descriptions you have discovered and defined in Tip #2, learn more about these roles by using prompts to find out what a day in the life of the role would look like, a potential or typical career path for someone in these positions, or even companies and organizations that are best employers for these roles. You could even ask AI to compare a few position titles to be able to best see differences and similarities at a glance. Asking AI what other common job titles are used that are similar to what you've found can broaden your search even more.

Potential Prompt: Compare and contrast [insert job title provided in previous prompt] and [insert other job title provided in previous prompt] to consider level of education, flexibility of work modality, average salary, duties and responsibilities, and skills for each position.

Tip #4: Make your skill development as easy as a prompt

If you are finding it difficult to connect your current skills and experiences to your future career, AI can be a great help when submitting your current resume and exploring how your current experiences connect to the future position or industry you ask about. You can also seek out ways to strengthen specific skill sets needed for your future career by asking AI what the top technical, transferable, or specialized skills are needed for the job title or career you are specifically diving deeper into. Asking AI to suggest academic activities or extracurricular opportunities that could help you strengthen skills it suggests are needed within your field of interest can help you see what is available at your institution or even within your broader community. It may even provide information about opportunities you didn't even know about! Remember to always look deeper on your own and use these results as a great diving off point.

Potential Prompt: What are the 5 most important technical skills needed in the [insert industry] or as a [insert job title/paste job description] and 2 suggestions on how to strengthen each skill in [insert city].

Tip #5: Let AI help find you the job

Now that you have some great keywords, job titles, industries, companies, and/or skills, ask AI to help you find a list of open positions that meet your needs be it location, modality, salary, education level, full-time/part-time/internship, size of company, etc. This can be really helpful when beginning your search! Ensure you use this as a starting point and still verify legitimacy of job postings and utilize appropriate websites to apply such as Handshake, LinkedIn, Indeed, or even the company's direct human resource page to avoid fraudulent postings or scam offerings.

Potential Prompt: Please provide 5 paid internships for Summer 2025 in the Pacific Northwest that are in [insert industry] and/or hiring for [insert major] students with currently open applications.

Tip #6: AI can help you with your interview!

Interviews can be daunting for even the most seasoned professional. But AI can be a great tool to build confidence, allow for ample practice, and provide supporting resources. AI can offer tips and tricks to successful interviewing by providing ways to best prepare or what to wear. It can also offer you sample questions and even sample responses if you provide the job description and the question type you are hoping to practice such as behavioral questions or technical questions. AI platforms can also help with thinking of questions to ask at the end of your interview if you struggle with intentional and purposeful questions for your interviewers. Though it is valuable for you to do your own research on the company or organization, AI can offer supplemental insider information and helpful research about the company or industry in which you are interviewing.

Potential Prompt: Provide 5 potential interview questions for a [insert job title] at [insert company] and a 1-2 minute appropriate sample response for each using the following job description [insert job description].

Tip #7: Retain your own critical thinking

Many platforms - even Google! - provide suggestions to folks using AI. It is easy to simply accept all suggestions or copy over the information without truly reviewing it. Assuming that AI is smarter than a human is dangerous for many reasons. AI utilizes the inputs and resources available to it, but *you* know what you are looking for and needing in your exploration. Another way this approach can be detrimental to a search is the simple fact that AI can make mistakes. Proofreading and reviewing any aspect of your process that uses AI allows you to check for truth, add necessary context, and ensure accuracy in both the information you provided and the information AI provides you. Remember that any level of dishonesty in a job application can lead to disqualification, and using AI inappropriately does not excuse mistakes if they are not reviewed by you before submission.

Tip #8: The most important step in your exploration is protecting your privacy

Just like no application or job site will ask for personal identifying information such as a social security number, bank account, or driver's license number, neither will an AI system. As the user and inputter of information, don't provide any unnecessary information about yourself in your process. Be conscientious about what you provide as well as what you choose to use and how you choose to use it.

Resources:
[5 Ways AI Can Help In Your Job Search](#)
https://business.cornell.edu/hub/2024/03/12/using-ai-in-your-job-search/
https://www.masterschool.com/magazine/7-ways-to-use-ai-in-your-job-search/
https://www.youtube.com/watch?v=eAP9Vbo0ykw