

# Using AI for Résumés, Cover Letters, and Interviewing

AI tools can be a helpful starting point when developing job application materials such as résumés, cover letters, LinkedIn profiles, or personal statements. They can offer ideas for structure, language, and using the keywords tailored to specific opportunities.

**However, it's important to remember that AI doesn't know you personally—your values, achievements, and goals are unique.** The language it suggests may not reflect your authentic voice or may include generic or inaccurate information. Always review and revise AI-generated content to ensure it accurately represents your experiences and communicates your message clearly and genuinely.

**Use AI as a brainstorming partner—not a final editor.**

## Résumés

To get the most helpful results, use clear and specific prompts that reflect your background and goals. Including keywords from a job posting can help AI suggest language that matches what employers are looking for.

Here are a few sample prompts that you can use as a starting point:

- Please write 4 bullet points for my résumé about managing social media for a nonprofit, focusing on telling positive stories, collaboration, and increasing engagement.
- Please draft 5 bullet points describing my experience working in customer service, with an emphasis on professionalism, problem-solving, empathy, and flexibility.
- Please write 5 bullet points for my résumé that describe my experience as a student athlete, emphasizing balancing efforts as an athlete and a student, teamwork, leadership, flexibility, and time management.
- Please draft 4 bullet points related to experience leading a college student club, with an emphasis on leadership, organizing events on campus, collaboration, and outreach to the campus.

You can always combine ideas from multiple bullets into fewer of them, on your own or using AI. Remember that while AI can provide strong starting points, you should **always review and revise suggestions to make sure they are accurate and written in your own voice.**

## Cover Letters

AI can be a helpful tool for getting started on a cover letter, especially when you're unsure how to structure your ideas or highlight your experience. Using your résumé and the job or internship description, along with clear prompts, can help generate language that directly links your skills and experience to what the employer wants in a candidate.

To get the best results, include as much relevant information as possible—such as your background, strengths, and why you're interested in the position. Incorporating keywords from the job description can also help tailor your letter to the opportunity.

Here are some sample prompts:

- Using my résumé and this internship description (copied below), help me write the first paragraph of a cover letter explaining my interest and emphasizing these skills \_\_\_\_\_.

- Can you suggest a few ways to describe my leadership experience that would match this job posting, based on my résumé?
- Here's my résumé and a job description—help me write a short cover letter that connects my skills to the role.
- What's a good way to close a cover letter that sounds professional and enthusiastic?
- Please make the cover letter more concise, keeping these key examples: \_\_\_\_\_.

**Always remember to personalize and edit the draft AI gives you** — make sure it is written in your voice, is accurate, and clearly shows your genuine interest in the position.

## Interviewing

AI can be a useful tool for interview preparation, especially when you provide it with your résumé and information about the job you're applying for. By combining these materials, AI can help you anticipate possible interview questions, practice strong responses, and highlight the skills and experiences that are most relevant to the role.

Here are some potential prompts to prepare for interviewing:

- Please generate a list of the ten most likely interview questions I may be asked, based on the following job description. For each question, please suggest an answer based on the résumé below, emphasizing these skills \_\_\_\_\_.
- How might I answer behavioral questions using the experience in my résumé, based on the job description below, especially around these skills: \_\_\_\_\_?
- Please refine the answers I've generated below to make them more concise and aligned with the job.
- What are some questions I can ask the interviewer that demonstrate my interest and knowledge of this opportunity and career path, based on the experience in my résumé?
- How can I talk about my internship experience in a way that connects to this role?
- Can you help me answer: 'Tell me about a time you overcame a challenge' using experience from my résumé, particularly my experience with \_\_\_\_\_?

As an alternative, if you want to make sure your answers are accurate – and solidify them in your memory by creating them yourself – you can use a prompt like:

- Based on the resume and job description below, generate a list of 8–10 likely interview questions. For each question, include:
  - A **skill or experience** to emphasize in the response (aligned with the job description and resume)
  - A **sentence starter or phrase** to help guide the answer (but don't write a full paragraph)

**Here is an example of possible results from a prompt like that:**

1. **Tell me about a time you worked as part of a team.**
  - *Skill to emphasize:* Cross-functional collaboration from internship project

- *Sentence starter:* "During my internship at [Company], I worked with both the marketing and product teams to..."
- 2. **How do you manage competing priorities or deadlines?**
  - *Skill to emphasize:* Time management as a student-athlete
  - *Sentence starter:* "Balancing academics and athletics taught me to..."

**Remember, while AI can help you organize and practice your answers, be sure to rehearse out loud and personalize your responses** so they reflect your authentic voice and experience.

## Tips for Editing Any of Your Materials

Here's a list of **effective prompts** you can use to tailor an AI search or request, especially for editing, refining, or combining content:

### **Edit & Clarify**

- Please edit for clarity, conciseness, and flow, with an emphasis on these skills/experience.
  - Use a more professional or confident tone in this cover letter/résumé.
  - Remove repetition and improve grammar.
  - Make the writing more active and inclusive, with a focus on \_\_\_\_\_.
  - Please simplify language and ensure consistent formatting.
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### **Shorten & Reorganize**

- Shorten this bio/description to three paragraphs or under 100 words and keep a focus on these skills/experience: \_\_\_\_\_.
  - Summarize in two sentences with a focus on \_\_\_\_\_.
  - Combine bullet points or merge paragraphs while emphasizing \_\_\_\_\_.
  - Highlight key skills from my résumé based on the job description.
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### **Tailor to Audience**

- Adjust tone and content for a role as a \_\_\_\_\_.
- Emphasize relevant skills and enthusiasm for the mission, based on the job description and my résumé, with an emphasis on \_\_\_\_\_.