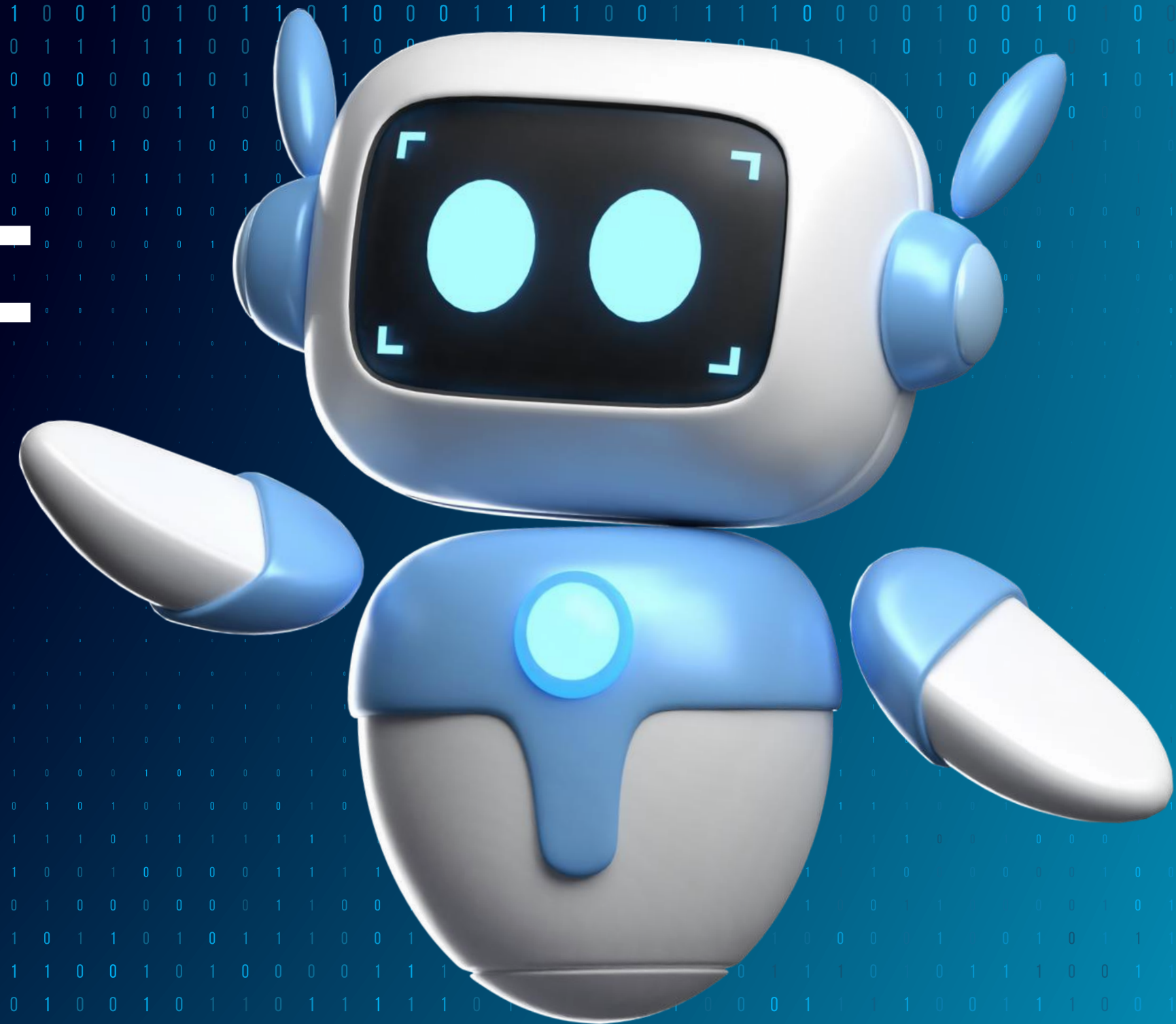


ALL ABOUT AI

AI Tools for Job Searching, ATS-Friendly Résumés, & Potential Impact on Careers

UCR CAREER CENTER

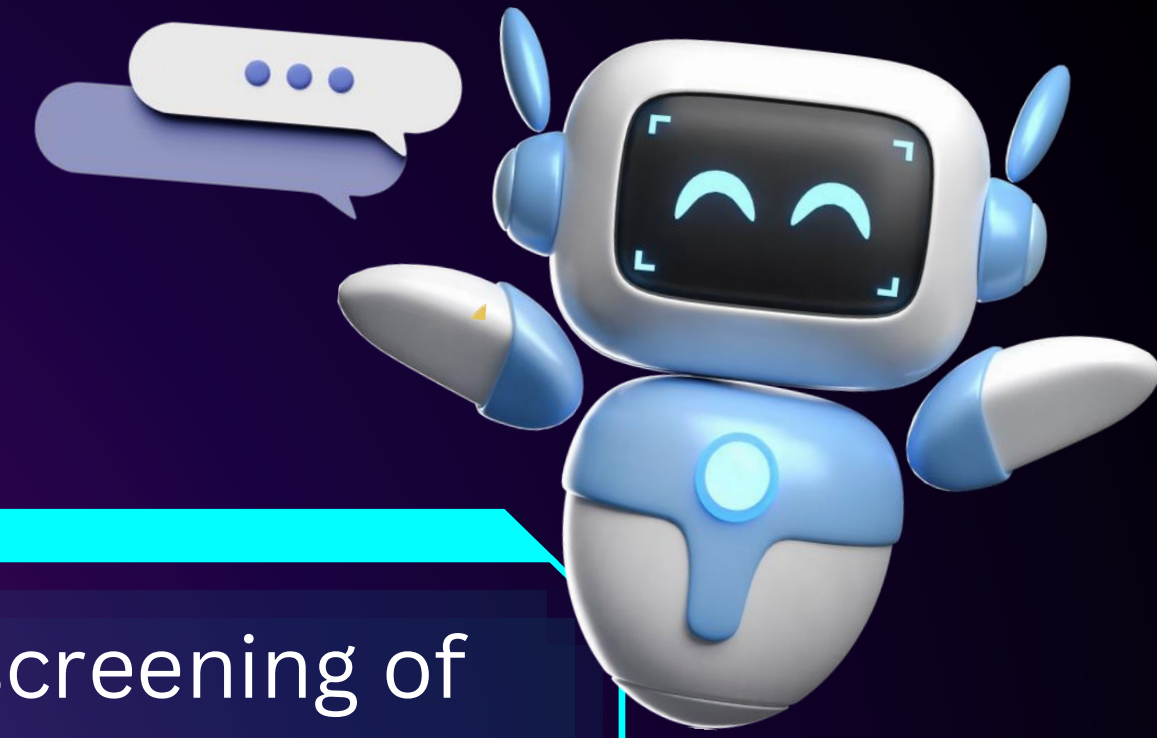




CONTENTS

- ① Overview of ATS Systems
- ② Good vs. Bad Resume
- ③ Guess Who Wrote It?

2 OVERVIEW OF ATS SYSTEMS



A software that helps companies automate the screening of resumes for specific keywords relevant to the job description to identify qualified candidates.

96%

Large corporations
use ATS in hiring.



75%

Resumes are
rejected before
reaching a human



46%

Job seekers use AI
for resumes



GOOD VS. BAD RESUMES



CONTACT

703.622.4088
youremail@gmail.com
City, State
linkedin.com/in/username/

EDUCATION

Institution Name
Degree Received
2018 - 2022
GPA: X.X / 4.0

Institution Name
Degree Received
2014 - 2018
GPA: X.X / 4.0

SKILLS

Project Management
Strategic Marketing
Effective Communication
Relationship Building
Problem Solving
Critical Thinking
Leadership

LANGUAGES

Spanish - *Intermediate*
English - *Fluent*

OLIVIA THOMPSON

YOUR PROFESSION

SUMMARY

A resume summary is a 1-5 sentence overview of your most relevant professional experiences, skills, and achievements. The summary should be composed of concise statements that highlight why an employer should hire you. You should mention your most compelling professional position or degree.

WORK EXPERIENCE

Position Title | Company Name Date - Present

- Describe your responsibilities and roles within the company.
- Highlight your most impressive contributions and explain your impact at the company.
- Showcase new skills you gained or developed during this experience.
- Start each sentence with a powerful action word, such as *organized, developed, managed, led, etc.*

Position Title | Company Name Date - Present

- Lead with what is most important. Place the most relevant points towards the top.
- Do not use personal pronouns; Each line should be a phrase rather than a complete sentence.
- Be consistent with the tense you are using. Use past tense for professional experiences you are no longer working on.
- Tailor your resume to the position you are applying for by including words from the job posting.

Position Title | Company Name Date - Present

- Quantify your work and achievements where possible.
- Use a spell check tool to ensure that your resume is free of grammatical and spelling errors.
- Keep it concise. Do not go into excessive details. You can provide additional information during the interview.
- Review resume examples from your industry.

First Name Last Name

(XXX) XXX-XXXX | Email@gmail.com | www.linkedin.com/in

Summary (Summary/objective are optional)

Write 3-4 lines giving an overview of your resume. Do highlight any major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them. Remember this is the first impression and should be very brief but make the person want to read the rest of the resume.

Education

Name of University, ABC school
Degree (e.g. Bachelor of Science), Major: XXXXX
Minor: XXXXX

May 2022
GPA: (GPA is optional)
GPA: (optional)

**Do not use bullet points in the education section*

Experience

Organization Name

City, State

Position Title

Month year-Month year

- Write your main highlighted accomplishments.
- Think about how your task/project helped the company do better and how you added value to the company.
- Follow the format "Performed X by doing Y resulting in Z"
- Start with strong action verbs and avoid using responsible, helped, researched, or assisted.

Organization Name

City, State

Position Title

Month year-Month year

- Try to highlight different skills
- Show overall benefit to the organization so that future employers know how you could add value to their organization
- Your resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, career management.
- Don't forget to include essential and technical skills where relevant.

Organization Name

City, State

Position Title

Month year-Month year

- Here are some examples for you to think about.
- For working as a car valet: "Improved customer satisfaction by making managing customer vehicles and reducing customer wait time by 20%. Achieved 100% customer satisfaction and tips."
- For working as a lifeguard: "Supervised over 100 kids during the summer achieving 0 incidents and 97% open rate for the local community pool, during business hours."

Activities

Organization Name, Institution Name

City, State

Title

Month year-Month year

Brief description (1-2 lines).

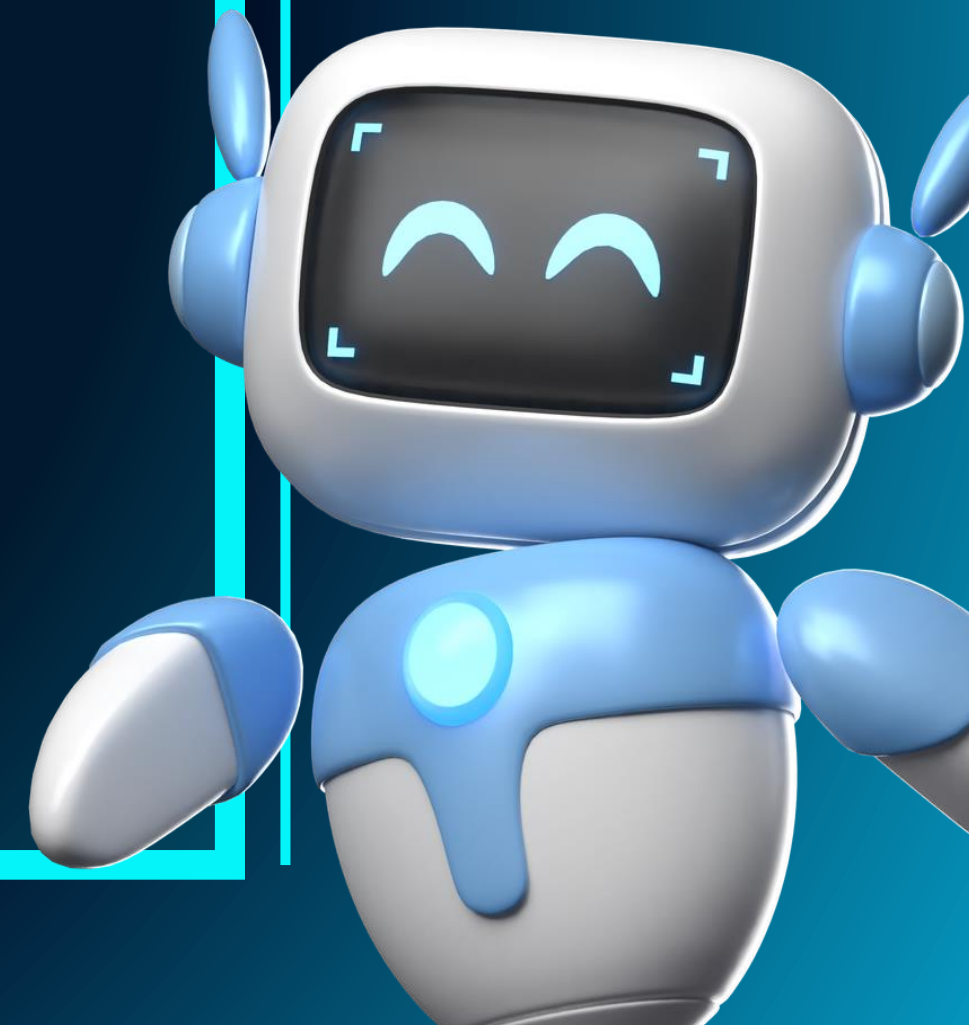
- This might be activities related to a specific class or organization on campus or volunteer work experience.
- Try to show the technical skills of projects you have worked on.
- You should also focus on leadership, teamwork, and management skills here.

Certifications (Optional)

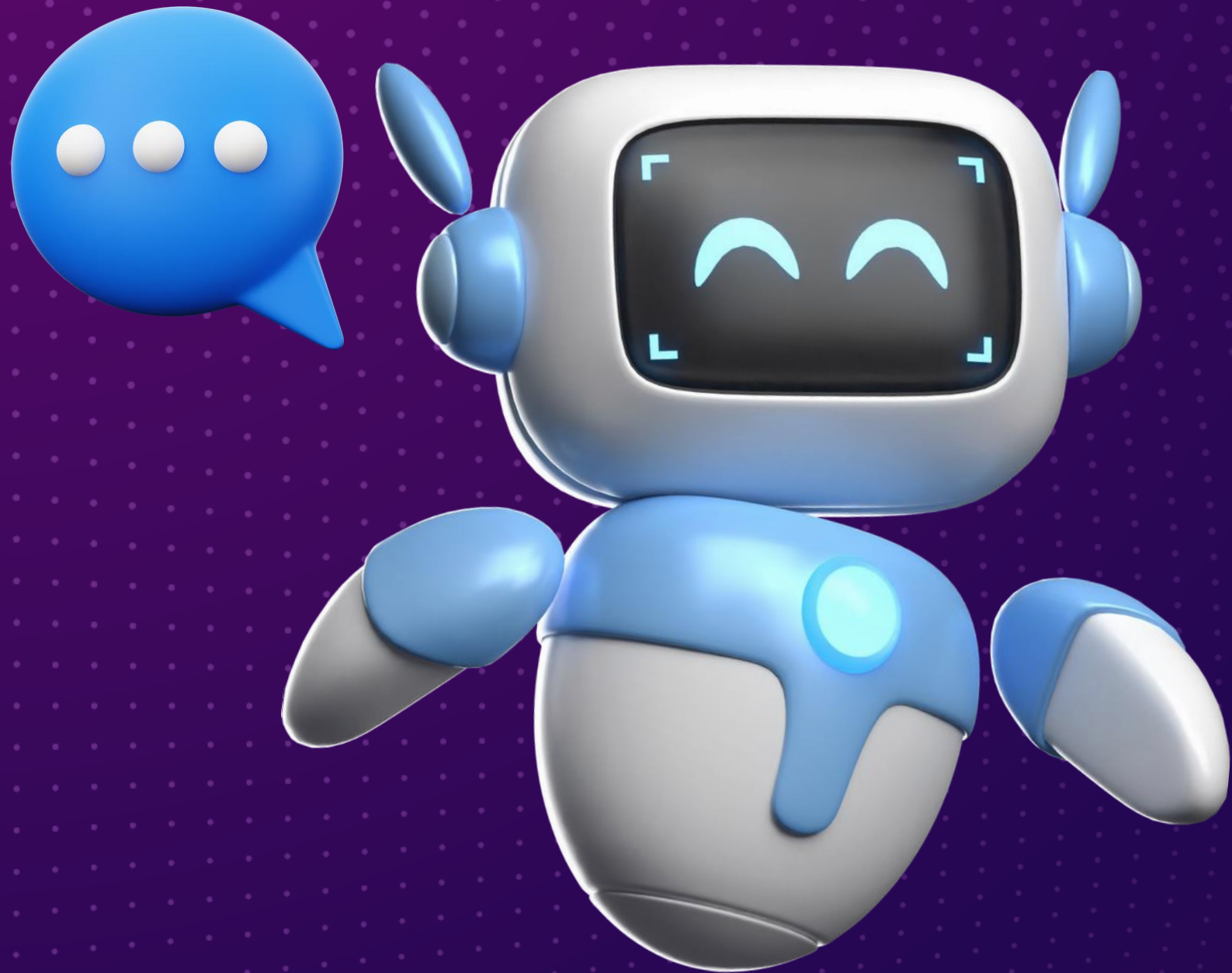
Name of certification: (time period for the certification)

Skills

Word, Excel, PowerPoint, Project, ~~Smartsheets~~, SendGrid-email marketing, Asana-task management, and ~~Hubspot~~



③ USING AI



ATS CAN DETECT AND FLAG IF
RESUME IS BUILD IS GENERATED
BY AI

CREATE A RESUME IN YOUR OWN
WORDS, THEN USE AI TO IMPROVE
YOUR RESUME.

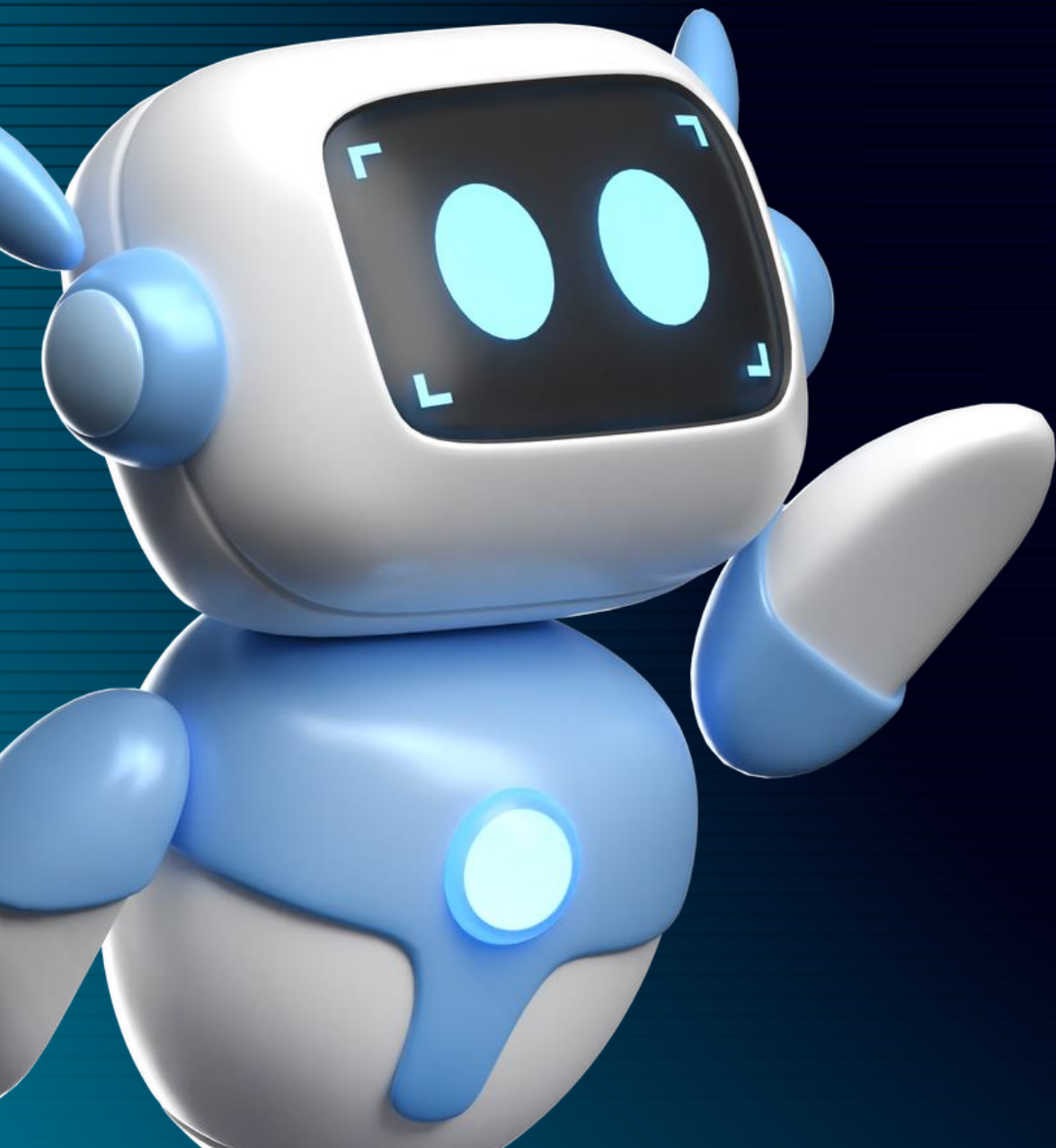
CHECK WORK FOR ACCURACY &
TRUTHFULNESS.

GUESS WHO WROTE IT

“Led the school’s robotics club by organizing meetings and supporting new members.”

“Coordinated and facilitated weekly robotics club meetings for 15+ members mentoring new participants and supporting project development for competitions.”

“Led weekly robotics club meetings for 15+ members to collaborate on projects and competitions.”

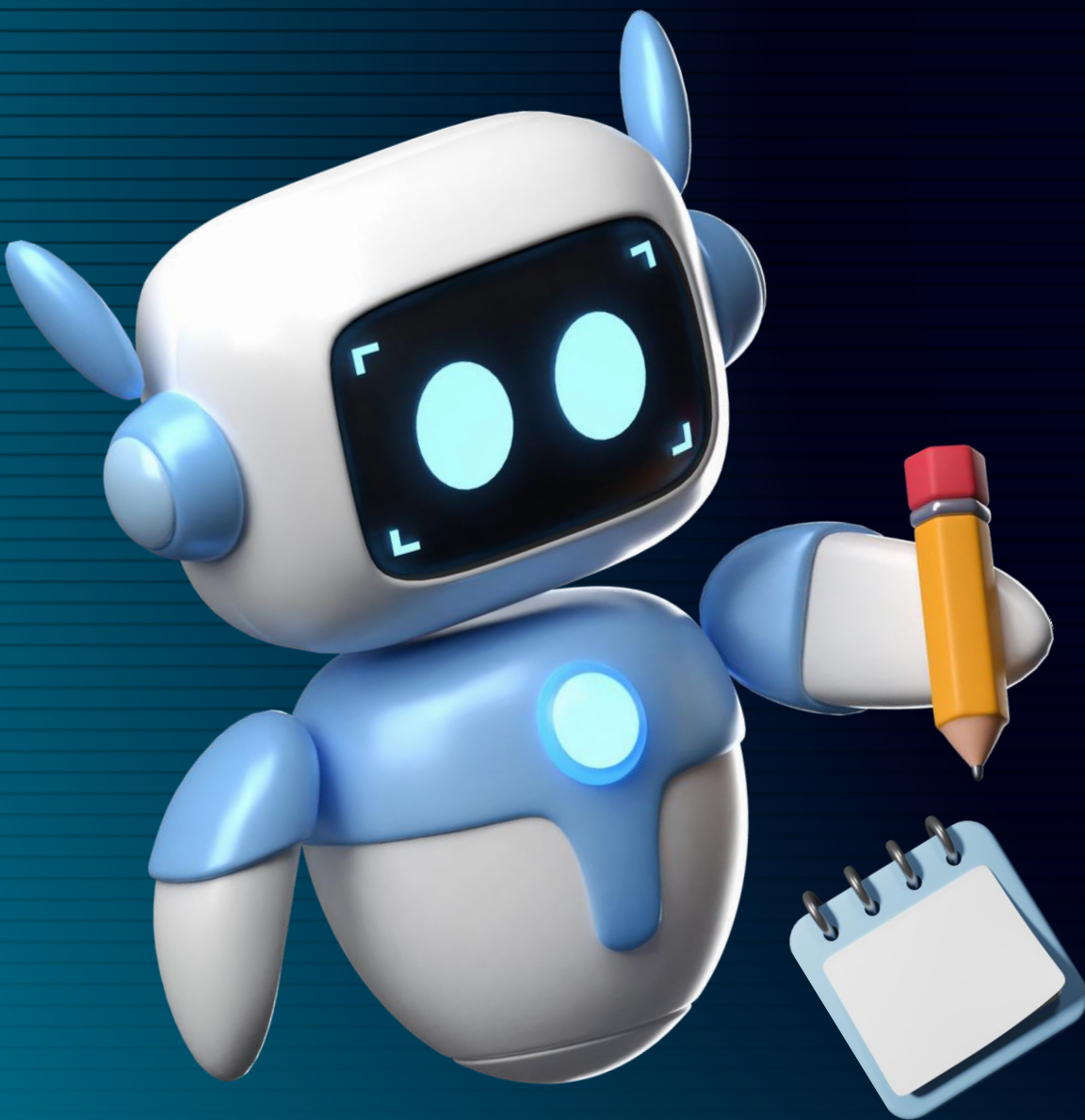


GUESS WHO WROTE IT

“Support career advisors by providing front-line assistance to students seeking resume reviews, job search guidance, and internship resources..”

“Assisted Career Center by providing assistance with resume reviews, job search and interviews.”

“Provided daily assistance to 10+ students seeking resume reviews, job search guidance and internship resources .”

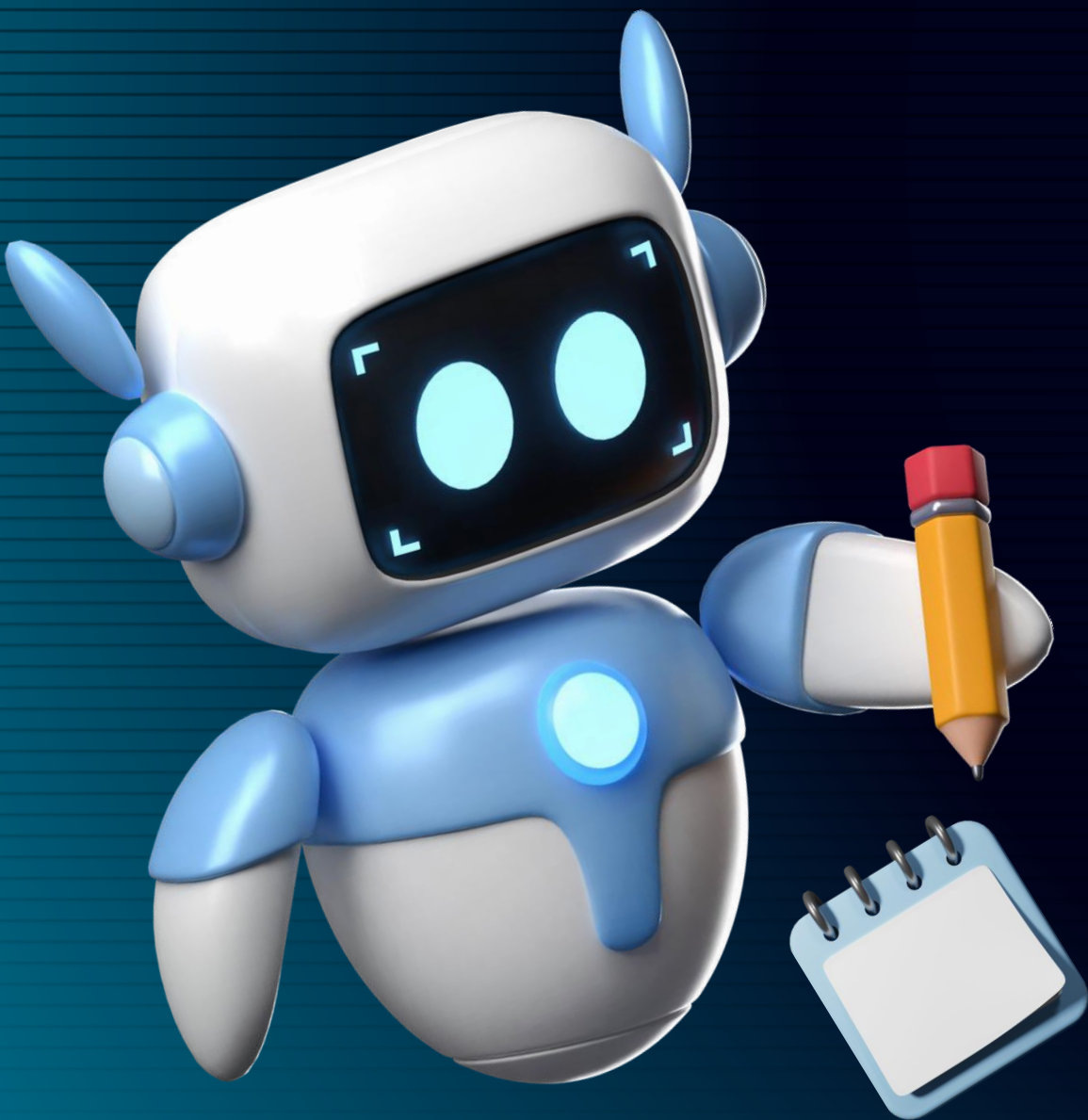


IMPACT ON THE WORKFORCE

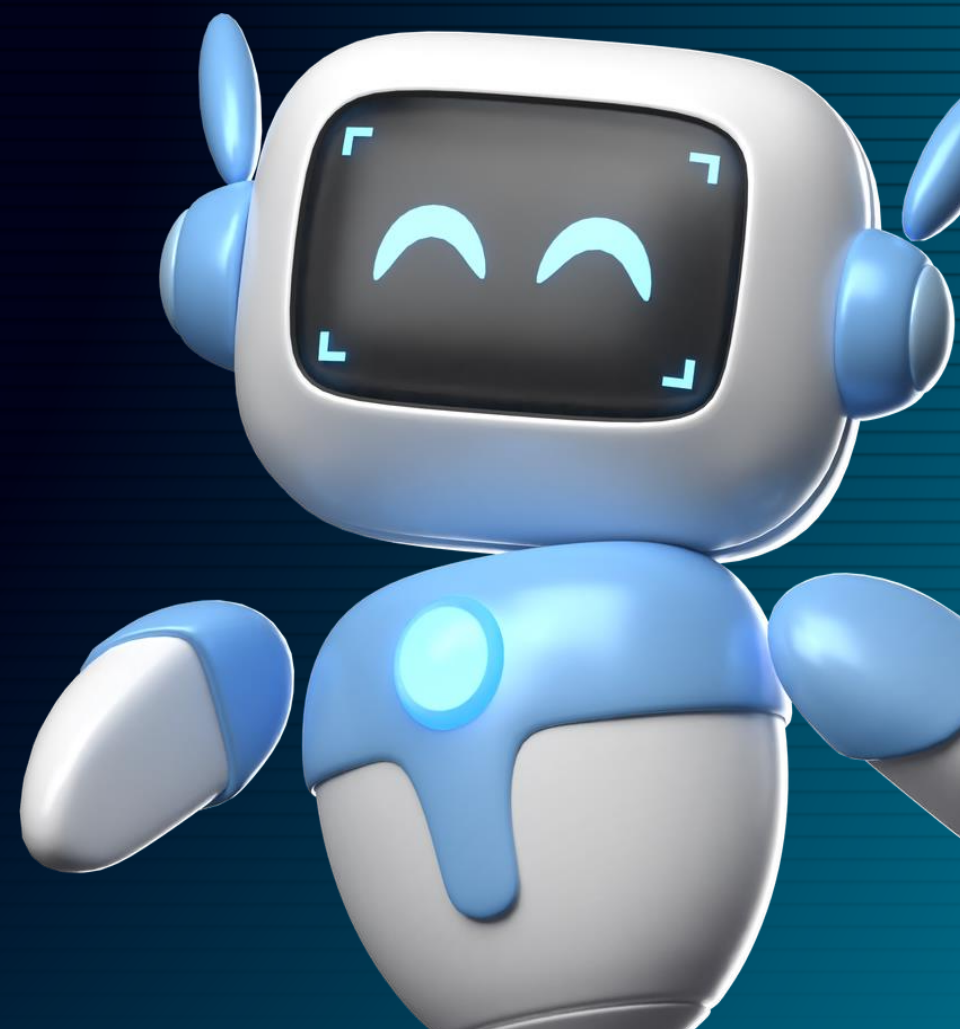
Recruiters perspectives on the usage of AI, including maintaining your voice

Emphasizing in adaptability, critical thinking, interpersonal skills.

Research how AI will impact your career path by asking professionals working in the field.



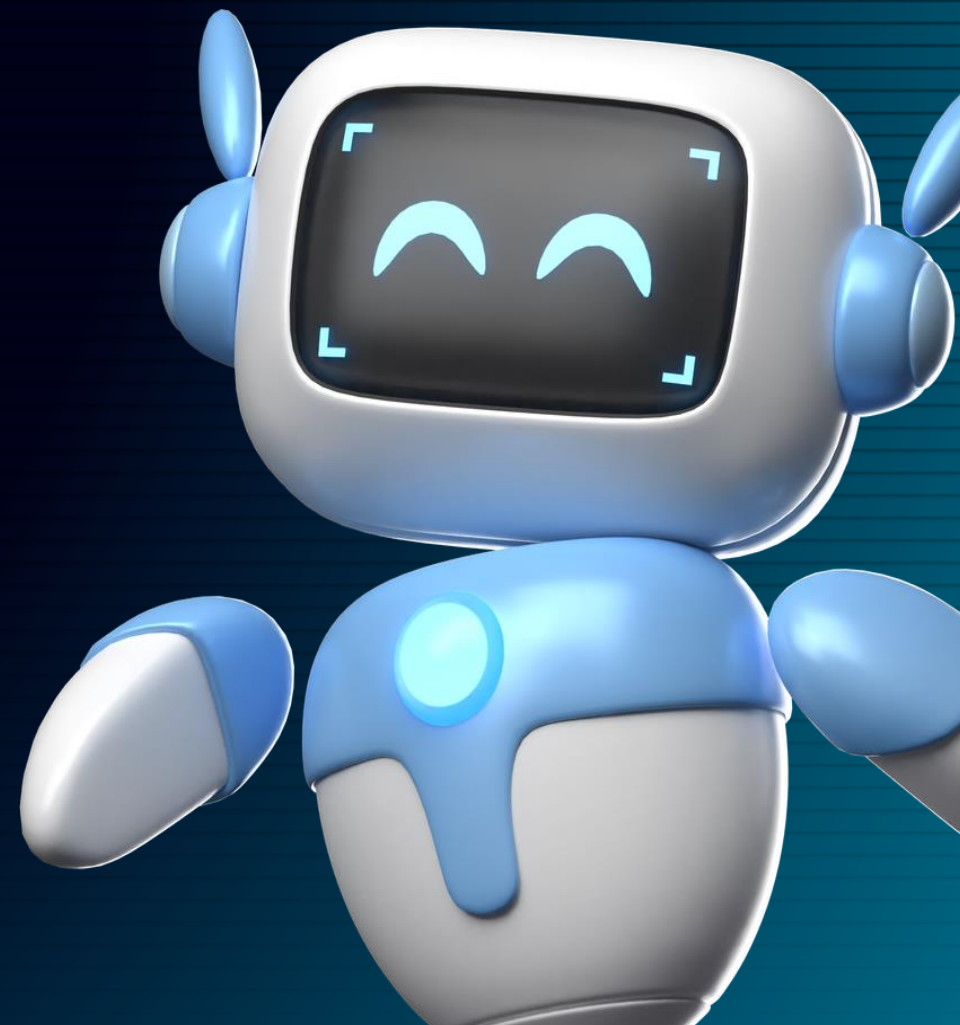
QUINN CIA





**SAY 'PLEASE' AND 'THANK YOU' TO YOUR
CHATGPT, JUST IN CASE THEY GAIN
CONSCIOUSNESS**

QUESTIONS?





Post-Workshop Survey

