



AI Disclaimers

Students can use AI to amplify their strengths and streamline their efforts, but they should **never let it replace their own authentic voice, critical thinking, or personal growth**. The key with using AI is to **maintain agency** in the process. Students should remember that the career development process is about **more than just landing a job. It's about understanding yourself, developing professional skills, and building meaningful relationships**. AI can support these goals, but **it cannot achieve them for you**. Approach these tools with **curiosity, intentionality, and a commitment to your own development**, and they will serve you well throughout your career journey.

The ethical questions surrounding AI—such as **its environmental impact, potential for bias, data privacy, and effects on employment**—are complex and evolving. Rather than avoiding AI entirely or using it uncritically, we encourage **informed, thoughtful engagement**. By understanding both the benefits and challenges, students can use AI responsibly while advocating for its continued improvement (Adapted from UCI's Career Center).

Please note that UCR Career Center is not affiliated with AI tools apart from "Gemini" and "Quinnicia" when signing in with your R'Mail account. **Use your discretion when sharing your personal information** with AI tools as UCR ITS only has a data privacy agreement with "Gemini" and "Quinnicia".

<https://careers.ucr.edu/al-tools-job-search> | <https://career.uci.edu/chatgpt-ai-and-the-job-search/>



Responsible AI Use

Key considerations:

- Always disclose AI use when required by employers or academic institutions
- Verify factual claims made by AI, especially about companies or industries
- Be aware of potential biases in AI outputs
- Understand copyright implications when using AI-generated content
- Protect your personal and sensitive information

Learning Enhancement

Students should understand how to use AI to enhance their learning and professional development, not replace it.

Best Practices:

- Use AI to break down complex tasks into manageable steps
- Reflect on what you learn through AI interactions
- Identify when AI is helping you develop skills vs doing the work for you
- Seek human guidance (career counselors, mentors) for holistic support

(Adapted from UCI's Career Center).

<https://careers.ucr.edu/al-tools-job-search> | <https://career.uci.edu/chatgpt-ai-and-the-job-search/>



AI in the Internship & Job Search

Sample Prompts

- **Resume**
 - Review my resume and recommend 5 specific changes to optimize it for ATS. [Paste the job description and resume]
 - Please review and edit these resume bullets on my resume [Paste bullets].
- **Cover Letter**
 - To review or refine a draft cover letter: Please review and edit my cover letter for the [job title] position at [company]. [Paste the job description and your cover letter]
- **Interviewing**
 - I'm interviewing for [a role] at [company name]. Generate 10 interview questions based on the job description. [Paste the job description]
 - I'm interviewing for a [job title] at [company] and expect to be asked [type a question here]. How can I best answer the question with a STAR method example? [Paste your resume]
- **Networking**
 - Write a short, engaging elevator pitch using my resume details. [Paste your resume]



AI & Resume

Sample Prompts

- **Resume**

- Review my resume like an expert coach and let me know five specific changes I can make based on this job description.
- Are there specific buzzwords I should include in my resume to enhance it for applicant tracking systems (ATS) for this job?

Keep in mind that the person in the interview will need to match the voice of the documents submitted. ChatGPT/AI is best used in combination with your own voice and writing style. Be sure to personalize and edit ChatGPT/AI responses for things like your resume, cover letter, and professional correspondences.



AI & Cover Letter

Sample Prompts

- **Cover Letter**
 - Based on this job description and my resume, what are 5 things I should emphasize in my cover letter?
 - Analyze my 3-paragraph cover letter alongside this job description and my resume. REfine the content to ensure that my experiences perfectly align with the role's requirements, and provide a brief explanation of the key adjustments you made to improve it

Keep in mind that the person in the interview will need to match the voice of the documents submitted. ChatGPT/AI is best used in combination with your own voice and writing style. Be sure to personalize and edit ChatGPT/AI responses for things like your resume, cover letter, and professional correspondences.



AI & Interviewing

Sample Prompts

- **Interviewing**

- I'm interviewing for [a role] at [company name]. Generate 10 interview questions based on the job description. [Paste the job description]
- I'm interviewing for a [job title] at [company] and expect to be asked [type a question here]. How can I best answer the question with a STAR method example? [Paste your resume]
- Provide me with five behavioral questions based on this job description.
- I'm interviewing for a [job title] at [company] and expect to be asked [type a question here]. How can I best answer the question with a STAR method example? [Paste your resume]
- I'm interviewing for [job title] at [company] and know nothing about the company. What do I need to know about them for my interview?

Keep in mind that the person in the interview will need to match the voice of the documents submitted. ChatGPT/AI is best used in combination with your own voice and writing style. Be sure to personalize and edit ChatGPT/AI responses for things like your resume, cover letter, and professional correspondences.



AI & Networking

Sample Prompts

- **Networking**
 - Generate a 200-character LinkedIn connection request based on [insert person's profile].
 - What are five questions I should ask in an informational interview with a museum curator?
 - Based on my resume, generate a short and engaging elevator pitch I can use for networking

Keep in mind that the person in the interview will need to match the voice of the documents submitted. ChatGPT/AI is best used in combination with your own voice and writing style. Be sure to personalize and edit ChatGPT/AI responses for things like your resume, cover letter, and professional correspondences.