

AI and Career Development



What is AI?

Artificial intelligence (AI) is a new innovated tool that has begun to change the way individuals prepare for the current job market. You can develop prompts or questions to ask AI in order to get detailed responses when you do not know where to start or are simply stuck. AI can help guide you through resume development, cover letter assistance, interview preparation and much more!



Using AI Ethically

While AI tools can serve as a vital resource, it is important to understand how to ethically use it. AI is meant to be used to brainstorm and help generate ideas you have not thought about before. While it can serve as a starting point, AI is not meant to write your resume and cover letter for you. It should show case your own personal experiences and skills you have to offer. *Please review the Ventura College School Policy on Academic Dishonesty.*



BE HONEST WITH YOURSELF

Do not become over reliant on AI as it can create common responses many people use. Therefore, do not simply copy AI's responses and try to pass them as your own. At the end of the day, an employer wants to know the kind of employee you are!



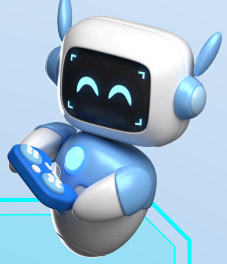
PROTECT YOUR PRIVACY

Be careful with what you input in AI. Remove any personal or confidential information before inputting it on any AI tool.

VERIFY FOR ACCURACY

While AI provides you with a lot of information, it does not mean it is always accurate. Again, it should serve as a starting point and you should continue to further your research in other ways.

Sample Prompts

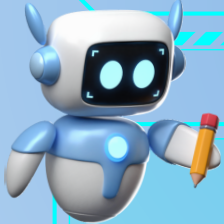


CAREER EXPLORATION

- What are some career path options to explore with a degree in Psychology?
- What jobs allow me to travel to different countries in the medical field?
- What careers will allow me to work in the outdoors?

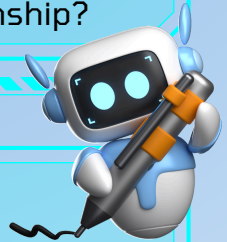
RESUME

- I am currently an undeclared major because I do not know what career interests me. I want to apply to positions in different career fields to explore my options. How should I tailor my resume?
- I am confused on how to describe my job duties in my resume.
- How to connect my previous retail experience to Registered Nurse (RN) positions in a resume?



COVER LETTERS

- How do I start a cover letter when I have no work experience?
- I'm wanting to do a career change. How should I tailor my cover letter for a job position I have no educational background or work experience in?
- Can you show me an example of a cover letter for a business marketing internship?



INTERVIEWS

- What are some sample questions I should ask at the end of an interview?
- What questions should I ask to learn about the department's work environment?
- How to answer the question "Tell me how your past work experience relates to the position you are applying to" if I have never worked before?