

CAREER FOUNDATIONS WORKSHOPS

Using AI in your Job Search

CUNY
2X TECH



What is CUNY2x Tech?

- **Mission and Mayor Initiative**

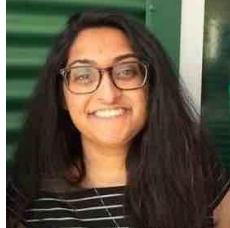
- 2017 → Program launched under NYC Mayor Bill de Blasio
- Our Mission → Double # of CUNY grads getting tech jobs

The Team

Come see us in Namm 621!



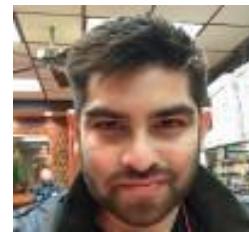
Check
out our
Website!



Istishna Hussain
Program Director,
CUNY2xTech



Dawn DeCosta
Director of Partnerships



Douglas Smith
Program Manager, TTP



Kimberly Ramgopal
Transfer Advisor



Allison Gelles
Tech Advisor/
Career Coach



Arthur Chisolm
Career/Academic Advisor

Arthur Chisolm

CUNY2xTech - Career/Academic Advisor



- CUNY Graduate
- Worked as an Engineer for 4 years
- 17+ yrs tech recruiting and sales
- 8+ yrs of Tech Ed programs
- Career/Academic Advisor (CUNY2x)

Career Foundations Roadmap

**Where Are We in the
Journey?**

CAREER FOUNDATIONS

Completed Workshops

- Resume: Craft a resume that resonates with tech employers
- Cover Letter: Typical format and how to use AI effectively
- GitHub: Building your digital portfolio
- LinkedIn: Create a profile that opens doors
- Networking That Leads To Opportunities
- Applying to Jobs: Nail The Application
- Acing The Interview: Behavioral and Technical techniques



Upcoming Workshops

- **Today - Using AI in Your Job Search Hacks**

Using AI In Your Job Search

Understanding How to use both ChatGPT and
Gemini in your Job Search

Using AI In Your Job Search

Agenda

- Will AI Replace You?
- What's in a Prompt?
- AI for Career Exploration
- AI for Resume & Cover Letter Writing
- AI for LinkedIn Optimization
- AI to Analyze Job Descriptions and Applications
- AI for Interviewing
- Ethics, Accuracy & Pitfalls



Will AI Replace You?

What AI Can and Cannot Do

AI can:

- Summarize job postings
- Extract required skills
- Suggest resume bullets
- Rewrite a cover letter in your voice
- Generate mock interview questions
- Help research companies
- Create practice scripts (networking, recruiter outreach)

What AI Can and Cannot Do



AI cannot:

- Replace your critical thinking
- Guess your real experience
- Magically get you hired
- Submit applications for you (not yet at least)

Today's Tools

⚡ChatGPT (OpenAI) - Basic

The Writer



- Best for logic & coding.
- Refining resume bullet points.
- Structuring cover letters.
- Attachments will max out free plan

GGemini (Google) - Pro

The Researcher



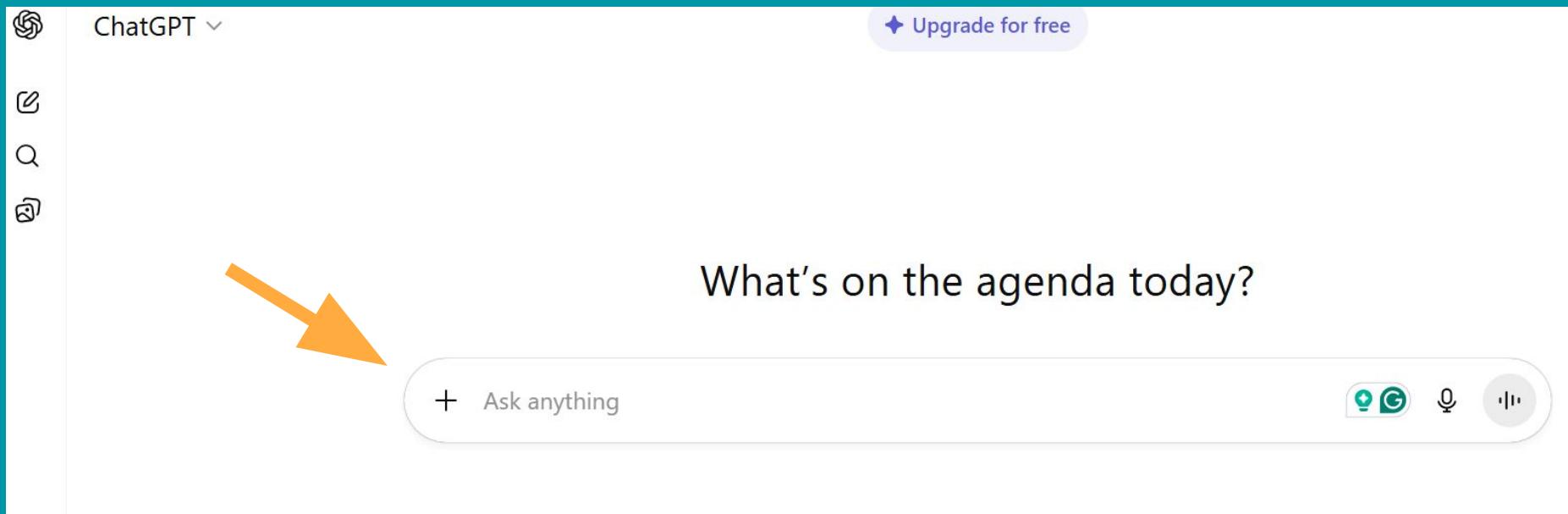
- Connected to live internet.
- Company research & news.
- Checking salary ranges.



What's in a Prompt?

What is a Prompt

The instructions / question



ChatGPT

Up ↑ Upgrade for free

What's on the agenda today?

Ask anything

0

Help

A large orange arrow points to the "Ask anything" button at the bottom left of the interface.

Prompt Engineering

Prompt engineering is about giving the AI:

Context + Role or perspective + Task +
Format or constraints +
Examples = *Strong Prompt*



AI for Career Exploration

Career Exploration with AI

Prompt examples:

- “Given my resume (paste), list 10 career paths I qualify for.”
- “Explain the difference between IT Operations, SysAdmin, and DevOps.”
- “I like hands-on work and data. Suggest roles that combine both.”

Using Google Gemini to Discover Roles

- Paste a job posting URL
- Ask Gemini: “Break down the required skills, nice-to-haves, and career level.”
- Ask: “Do my current skills match at least 70%? What is missing?”



AI for Resume & Cover Letter Writing

Full AI-Optimized Prompt for Resume + Cover Letter

- **Prompt:**
 - Act as a senior technical recruiter and expert resume writer specializing in Network & Security roles. Using the job description below, create:
 - a one-page, ATS-friendly technical resume, and
 - a concise, customized cover letter tailored for an entry-level Network & Security graduate.
 - Use a clean, modern format that pastes cleanly into Google Docs.

Note: I assume AI knows your name, replace phone and email with fake info, then upload to AI

GitHub, Projects & Portfolios

AI can help:

- Refactor README files
- Improve project descriptions
- Generate project ideas
- Turn class assignments into portfolio-ready content



AI for LinkedIn Optimization

9 Prompts to Optimize your LinkedIn

“Create a prompt to optimize the following on my LinkedIn using my resume”

1. Create a Headline
2. Create a LinkedIn Summary
3. Refine job descriptions
4. Identifying Relevant Skill Sets
5. Optimize with Powerful Keywords
6. Expand Your Professional Network
7. Seek Recommendations
8. Recommend Engaging Topics
9. Identify relevant LinkedIn Groups

AI to Analyze

- Job Descriptions
- Job Applications
- Networking Outreach

Analyze Job Descriptions (ChatGTP)

1. Decode ambiguities
2. Identify key skills
3. Spot similar skills
4. Gap analysis
5. Tailor your application

3 Things I'd Use Google Gemini For



Real-Time Job Search Tasks

1. Job Market Scanning (Live Data)
2. Company Research (Before an Interview)
3. Verifying Salary Ranges (Live Data)

4 Things I'd Use Chat GTP For

Real-Time Job Search Tasks

1. Creating Tailored Resumes
2. Writing Cover Letters (in your voice)
3. Preparing for Interviews
4. Map Career Plans

Using AI to Find Jobs

Prompts for job search sourcing:

- “Find 15 internships within NYC that match these skills...”
- “Summarize the responsibilities and identify top skills.”
- “Rewrite this job description into plain English.”

Note: AI cannot access real-time job boards without you pasting the text/URL

Networking Outreach with AI



Examples:

- Crafting Information Interview messages
- “Find mutual connections” messages
- Informational interview requests
- Follow-up messages after events



AI for Interviewing

Mock Interview

AI can simulate:

- Behavioral questions ("Tell me about a time...")
- Technical questions
- Debugging scenarios
- Case studies

Prompt: "Act as an interviewer for a Junior Data Analyst role. Ask me one question at a time."

STAR Framework With AI

AI can help students translate their stories into:

- Situation
- Task
- Action
- Result

Prompt: “Convert this experience into a STAR-format answer.”



Ethics, Accuracy & Pitfalls

Ethics, Accuracy & Pitfalls

Do

- Use AI to assist, not fabricate
- Keep all content true
- Review every AI suggestion

Don't

- Claim experience you never had
- Use AI to take assessments or coding exams
- Copy/paste without editing

Finding Jobs (Chat GPT vs. Google Gemini)

Tools: Resume and below prompt.

"Act as an expert career advisor and recruiter. Using the following resume, find 10 relevant job postings in the New York City area that were posted in the last 5 days. Focus on roles that align closely with my experience from my resume. Include the date posted, job title, company, location, a brief description, and the link to apply. Prioritize positions where I have a strong chance of being a good fit."

Resume below:

Please complete survey

Career Foundations Hub

