

ChatGPT & AI Tools

Presented by **Paul Cameron**
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- [SpeedUpMySearch.com](https://www.SpeedUpMySearch.com)




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Who is Paul Cameron?

- IT Recruiting Leader over 25 years & Job Change Coach
- Founder, Speed Up My Search, Inc. (DriveStaff)
- A better process gets better results, faster.
- Given hundreds of job search seminars since 2002

→ Connect with me on LinkedIn for a full bio: [linkedin.com/in/paulcameron](https://www.linkedin.com/in/paulcameron)



Expectations for today:

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My Goal:

To show you how to:

- Create Chat Prompts
- Analyze Job Postings
- Optimize your Resume
- Research Efficiently
- Use AI to Prep for Interviews

→ *with palate cleansers between!*



My Challenge to you...
 ...tell someone you were here tonight.

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ChatGPT Crash Course

- Not a google search, ChatGPT info is NOT current

- A “Search” in Google is a “Prompt” in ChatGPT

ChatGPT can make mistakes. Consider checking important information.

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ChatGPT Prompt Engineering

- Role** = Act as a [title] with expertise in [specialty].
- Context** = situational user info
- Instruction** = Tell it what you want
- The more you ‘chat’ with it, the more context it builds from.

If you build it, answers will come!

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Palate Cleanser - Free Tool Break!

- Text Blaze: Chrome Extension
- Use TextBlaze for messages, forms, applications...

- Free version = 20 snips; Pro = unlimited (\$35.88)

Paul is not affiliated with Text Blaze in any way; just a user of it.

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Job Posting Analysis

What are they asking for?

Not all postings are written by skilled writers.
What do you want to know about the job?

Is that *really* what they need?

Sometimes, the job description leaves clues.

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Job Posting Analysis

Prompt:

Act as an **experienced recruiter** with expertise **assessing key responsibilities in a job description** and do the following to analyze the job I will paste below:

1. Identify 3 key responsibilities that positively impact the company if done well.
2. Identify any unusual skills or responsibilities for this job and what they indicate.

For example, it's unusual to require a programmer to repair printers and could indicate this company is overextending their people due to financial issues.

Let's think step by step. Job Description: **[paste description here]**

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Palate Cleanser - Free Tool Break!

- How much time on job applications? 2 – 3 hours?
- Simplify: Chrome Extension
- Use Simplify to auto-fill applications



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Optimize Your Resume *Ethically*

- IMPROVE your content, don't author it
→ Do NOT: "Write a resume for this job."
- Rule #1: Be Honest!!
- Add work impact to your points
- Quantify your points



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Resumes: ASK for Impact!

Prompt #1:

Act as [an IT Strategist] who understands how technology impacts business, customer satisfaction, and growth.

Analyze this point from my resume and think step by step to deduce 5 positive outcomes this work may produce.

For each option, ask if I've ever produced that outcome.

Number your questions to make it easy for me to confirm which outcomes are true for me: [paste bullet point]

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Resumes: ADD the Impact!

After ChatGPT lists 5 outcomes...

Prompt #2:

Numbers [2 and 3] are true for me. Use those outcomes as a reference to rewrite my original bullet point in 5 unique ways to include the reasons why my work described in that bullet point is important.

Do not use any personal pronouns the 5 reworded options and use between 7 and 15 words for each option.

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Resumes: Quantify? How?

Prompt #1:

Act as [an IT Strategist] who understands how [title] professionals are measured to quantify successful performance.

Below is a bullet point from my resume, but I do not know how this work is measured to quantify my accomplishments.

Can you help me understand the success metrics of this work by giving me at least 5 possible options?

Number your answers for reference. Here is the bullet point: [paste bullet point]

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Resumes: Quantify? How?

Prompt #2:

Number [2] is an accurate way to measure my work. Using that metric, rewrite my original bullet point in 5 unique ways using this structure:

“Improved [measurable thing] by [% or \$] by doing [skill-based task]”

Do not use any personal pronouns the 5 reworded options and use between 7 and 15 words for each option.

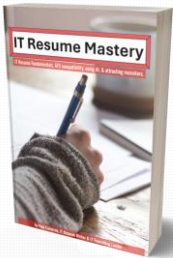
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New Book!! IT Resume Mastery

- ATS insights
- Templates & Checklists
- Impact bullet writing
- Adv. ChatGPT prompts
- Templates, AI Prompts, & examples
- SpeedUpMySearch.com/it-resume-mastery



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Palate Cleanser - Free Tool Break!



- AI Content Detector! **WRITER**
- <https://writer.com/ai-content-detector/>

AI Content Detector

Use our free AI detector to check up to 5,000 words, and decide if you want to make adjustments before you publish. Read the [disclaimer](#) first.

59%

HUMAN-GENERATED CONTENT



You should edit your text until there's less detectable AI content.

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Effective Interview Research

- 1: Know the company
- 2: Know the interviewer
- 3: Know how your strengths & values fit their needs



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Know the Company



Company Research Prompt:

Act as a **senior recruiter** with expertise in **company analysis** and tell me about **[company]** based in **[location]**. Use the company profile I pasted below combined with any knowledge you already know to help me answer these questions:

- What industry are they in and what product do they sell to make money?
- How large are they (by employees, locations, & revenue) and when were they founded?
- Summarize up to 3 noteworthy or unique things about this company or their products.
- Based your summaries, think step by step to suggest 3 insightful questions I can ask during my job interview to demonstrate genuine interest in this company or in their products.

Company Profile: [\[paste profile here\]](#)

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Know the Interviewer

Profile Research Prompt:

Act as a **senior recruiter** with expertise in **LinkedIn profile analysis** and analyze the profile below.

- How long have they been in their current job and how long at this company?
- How long have they worked in this type of role?
Example, an HR Director 5 years & Recruiter 3 years, means they worked in HR for 8 years.
- Briefly summarize their 3 most noteworthy career accomplishments.
- List up to 2 unique aspects of their career progression compared to others with that job title.
- Based on those accomplishments and unique progressions, suggest 3 insightful questions I can ask during my job interview to demonstrate genuine interest in this individual.

Profile: **[paste profile here]**

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Know Your Strengths to Their Needs:

Prompt #1:

Act as a **senior recruiter** with expertise in **matching talented individuals to jobs**.

In the job description (jd) below. Analyze it to understand:

1. what is expected of someone in this job
2. the unique challenges of this job
3. the root causes of those challenges

Reply only to confirm that you understand what I asked.
Then I will then paste my resume for you to analyze for this jd and give you further instructions.
[paste job description]

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Know Your Strengths to Their Needs:

...after ChatGPT confirms...

Prompt #2:

Excellent. Now analyze my resume, weighing my most recent experience at **[company]** the strongest, give me 3 key reasons my skills and experience would be a strong fit for the jd you analyzed.

Also give me 2 unique reasons that are not obvious without your careful analysis that explain why I am an excellent fit for this job.

The goal of all 5 reasons is to help me apply my strengths and skills to their unique needs when they ask why they should hire me.

Here is my resume: **[paste resume]**

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Know Your Strengths to Their Needs:

Why should I hire you?

Introduce them to the Me-Monster

OR

Introduce them to solutions to their needs



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Palate Cleanser – Free Tool Break!

- Singers warm up their voices before a concert
- Athletes warm up their muscles before an event
- Warm up your brain before an interview!
- Try [SpeedUpMySearch.com/mind-prep](https://www.SpeedUpMySearch.com/mind-prep)
It's completely free, no signups, no logins, just use it!
- Memory Games, Easy Math, Trivia, Humor Memes...

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Interview Prep

Prompt #1:
Act as an experienced [hiring manager's job title] in the [industry] and you are about to interview me for a [job title] position at your company. You are an expert in the key skills required of a qualified candidate for this job, specifically: [key skills].

Based on that information, give me...

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Interview Prep

Prompt #1 continued:
...qualified candidate for this job, specifically: [key skills].

Based on that information, give me 5 job interview questions that are experience-focused and cover key aspects of the role such as technical skills, leadership abilities, problem-solving, company culture, communication, and teamwork.

Do not ask questions about travel, benefits, or education. Briefly explain what you are trying to assess with each question and give me your best advice to answer the question effectively.

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Last Tool Break!

- What needs to get done?
- How do I say this in less words?
- What did that person mean when they said that?
- Try <https://goblin.tools> – it's completely free, no signups, no logins, just use it!


goblin.tools

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If you could...

- Analyze job postings effectively
- Optimize your resume for impact
- Research companies and people efficiently
- Prepare for interviews strategically

Would you land a job faster than someone who didn't?

Seek out books like Martin Yate, Harvey Mackay...

Rick Pitino's "Success is a Choice"

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To get Chrome Extensions

- Chrome Web Store: chrome.google.com/webstore
- In the top-left search box type "Simplify Jobs"
- Select the "Simplify" -  **Simplify**
- Click "Add to Chrome" in the top-right corner
- Once the extension is added, a small "Simplify" icon will appear next to the address bar in your browser.

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