

CHATGPT AND CAREER PLANNING

“Developed by OpenAI, GPT (which stands for Generative Pre-trained Transformer) is a type of language model trained on a vast amount of data sourced from the Internet, books, and other textual sources up until 2021. It's designed to identify patterns in data, learn from its experiences, and adapt its learning accordingly. ChatGPT, on the other hand, is an AI-powered chatbot built on the GPT framework. It uses natural language processing to generate human-like responses based on user input.”

- According to the Goucher College Technology Tidbit newsletter *July 2023),

The Career Education Office created this handout to encourage students to carefully consider all aspects of ChatGPT. You should decide for yourself if it can be a useful tool to support your career needs, as an “on-demand thinking partner” (Jocelyn Chung, Cal Poly Pomona).

CONSIDERATIONS AND LIMITATIONS

ChatGPT is not you, it's not even a human! The most important thing is to ensure that any content (tone, style or language) you choose to use matches your style and accurately represents who you are. You should be aware of and thoughtfully consider that ChatGPT:

- May use industry lingo that does not align with your experience and could be different than the field you are pursuing
- Does not know you so may guess, estimate, or make things up. Review response and edit to ensure statements accurately reflect your skills and talents
- May provide false information or make incorrect assumptions that would misrepresent you and your experience, as it “..cannot distinguish between right and wrong, true or false” as UNESCO stated in a recent report
- May make spelling or grammar errors. Be sure to read thoroughly for accuracy.
- May share some outdated information based on some prompts, since the current version has no data after 2022
- Is currently unregulated, which has been concerning to many in academia and industry
- May present concerns about privacy, so you are strongly encouraged to not share any personal, identifying, or sensitive information, such as contact or education details, and
- May have learned bias or does not use inclusive language.

It can't be said enough that you are advised to thoroughly review all content generated by ChatGPT and modify it as needed to suit your needs and accurately represent your skills, talents, and experiences.

PROMPTS FOR CAREER TOPICS

There are limitless prompts you can ask ChatGPT. Varying how you ask your question, offering specific information or asking follow-up questions can yield better results. Below are few prompts on a variety of topics to help you get started.

1. CAREER EXPLORATION

- What career options are there for my **(type major)** and my **(type specific interests)**?
- What careers will match my **(type specific desire such as work outside or skill you'd like to use)**?
- What careers blend this **(type interest)** and **(type interest)**?
- How can I learn in this **(type career/industry)** is right for me?
- What skills do I need to have to pursue this **(type career/job title)** and how can I develop those skills?
- What is the typical career path of a **(type career/job title)**?
- What educational preparation would you recommend for someone who wants to advance in **(type career field/industry)**?
- Based on my experiences found in my resume **(cut/paste only the experiences from your resume, not contact or education details)**, what are ten career fields I may want to explore?

2. RESUMES

- Write an accomplishment statement starting with a strong action verb for a **(cut/paste job task or responsibility)**
- Identify specific keywords and skills I should include on my resume from a **(cut/paste job description)**
- Review my resume **(cut/paste only the experiences from your resume, not contact or education details)** and identify five specific edits I can make based on this **(cut/paste job description)**

3. COVER LETTERS

- What are the top 3 skills in this **(cut/paste job description)** that I should address in my cover letter?

- Write a statement for each of those 3 skills based on my resume (**cut/paste only the experiences from your resume, not contact or education details**)
- Identify the title of person to whom the letter should be addressed based on (**cut/paste job description**). You will then need to search for a specific name).

4. LINKEDIN AND CAREER CONVERSATIONS

- Write a creative headline for LinkedIn based on my resume (**cut/paste only the experiences from your resume, not contact or education details**),
- Write a summary that includes specific keywords for my (**type career field of interest**)
- Draft a request to connect LinkedIn message to send to a Goucher alum I do not know
- Draft a 5-line email to send to someone asking to learn more about their career path, also known as a career conversation or an informational interview
- What are 3 professional groups or associations related to my (**type career field of interest**)?
- Suggest 5 questions for a career conversation with a (**type job title or position**) at (**type organization name**)

5. JOB SEARCH

- What are the best job search sites for (**type career field of interest**) or (**type geographic location**)
- What are some organizations that I should consider applying to based on my interest in (**type career field of interest**)?
- Other than the organization's website, what are the best sites, sources and channels to gather information about (**type organization name**)?
- What are effective strategies for finding remote job opportunities or this (**type specific field**)?
- Create a comprehensive and organized job search plan, including setting goals, tracking applications, and following up on opportunities.
- Tell me how many applications I should submit each week to secure a full-time job?

6. INTERVIEWS

- What questions should I expect for an interview for this (**cut/paste job description**)?
- How would you answer (**type interview question**) based on my resume (**cut/paste only the experiences from your resume, not contact or education details**)?
- What are general questions I can ask at the end of the interview?
- What are 4 questions I can ask to understand (**type the organization's name**) culture and commitment to diversity, equity, inclusion and belonging?
- Write a thank you email to send within 48-hous after an interview for this (**cut/paste job description**) and mention this (**type something you discussed during the interview**)

While ChatGPT is convenient, accessible, and offers real-time feedback and recommendations, the Career Education Office believes that there is an important human element in the entire career exploration and search process. We are here to offer support as you consider majors, explore career paths, search for a job/internship and prepare for graduate school, or any other career question. [Schedule an appointment](#) to meet individually with a member or the CEO team.

For other tips & questions contact the CEO at career@goucher.edu or visit the CEO website at www.goucher.edu/CEO

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