



Looking Forward Our Way

www.lookingforwardourway.com

@ the 511 Studios; 511 South High Street; Columbus, OH 43215

Brett Johnson brett4.johnson@gmail.com Carol Ventresca caventresca@gmail.com

GUEST CONTACT INFORMATION

Tips to Maximize Your Job Search with Artificial Intelligence

Podcast Guest: Sharon Hamersley, The LinkedIn Coach, The Resume Coach

614-395-9440

theresumecoach@live.com

<https://www.the-resume-coach.com/>

TIPS ON UTILIZING A.I. IN A JOB SEARCH

- ◇ A.I. is only as good as the information and direction you give it.
- ◇ The goal should not be to replace human thinking, but to support better human thinking. The best way to use AI is as a support tool, not a substitute for your own thinking.
- ◇ Push at the system when using it to research information to ensure accuracy.
- ◇ Avoid asking AI to create a resume based solely on a job description. This strategy generally results in a resume that both overstates experience and sounds “generic.”
- ◇ When it comes to ownership, be thoughtful about what you share; avoid uploading confidential information.
- ◇ AI can help job seekers to strengthen resumes, cover letters, and LinkedIn content by improving clarity, identifying missing keywords, tailoring materials to specific roles, and helping candidates communicate their experience more effectively. It can speed up research, interview preparation, and job posting analysis.
- ◇ The goal is to protect both your privacy and your professional credibility while still presenting yourself effectively. Stay actively involved in the process—reviewing, refining, and personalizing the content.

SMART A.I. PROMPTS TO SUPPORT A SUCCESSFUL JOB SEARCH

- ◇ **Clarify the value you offer to an employer:**
 - “Act as a career coach. Based on the following background, identify 5 strengths that would matter to an employer hiring for [target role]. Use clear, current business language. Do not exaggerate.”
- ◇ **Translate experience to highlight the value you offer:**
 - “Rewrite this resume bullet to be more specific, current, and employer-focused. Do not exaggerate or invent details. Ask for missing context if needed.”
- ◇ **Tailor your resume to a job posting:**
 - “Compare my resume summary to this job posting. Identify where my language is aligned, where it is unclear, and what keywords or themes I should consider adding if they are accurate.”
- ◇ **Brainstorm key points to include in your LinkedIn “About” section:**
 - “Help me brainstorm what to include in the About section of my LinkedIn profile. Ask me questions about my target roles, audience, strengths, career themes, accomplishments, work style, and the problems I solve. Then suggest the key points I should include.”
- ◇ **Prepare for interviews:**
 - “Based on this job posting and my background, generate 8 likely interview questions. For each one, suggest what the employer may be trying to learn.”

WEBSITES FOR JOB SEARCH TIPS, JOB POSTINGS, TRAINING

AARP: <https://www.aarp.org/work/job-search/>

Career Builder: www.careerbuilder.com

Career Changers <https://www.careeronestop.org/ResourcesFor/CareerChanger/career-changer.aspx>

Columbus Metropolitan Library computer courses: <https://events.columbuslibrary.org/events>

LinkedIn: <https://www.linkedin.com/>

LinkedIn Learning via the Columbus Metro Library: <https://www.columbuslibrary.org/research>

Indeed: www.indeed.com
Ohio Means Jobs: <https://jobseeker.ohiomeansjobs.monster.com/>
Ohio Means Jobs Franklin County Ohio: <http://omjfc.org/>
OhioTechCred: <https://techcred.ohio.gov/>
Opportunities for Ohioans with Disabilities (State of Ohio): <http://ood.ohio.gov/>
Volunteering Idealist (formerly Volunteer Match): www.VolunteerMatch.org
ZipRecruiter: <https://www.ziprecruiter.com/>

CENTRAL OHIO NONPROFITS THAT ASSIST JOB SEEKERS

Columbus Urban League <https://www.cul.org/>
Dress For Success <https://columbus.dressforsuccess.org/>
Goodwill Columbus <https://www.goodwillcolumbus.org/>
Jewish Family Services <https://jpscolumbus.org/client-services/job-search-services/>
New Directions Career Center <https://newdirectionscc.org/>
WARM Westerville <https://warmwesterville.org/>

CONTACT INFORMATION FOR LOCAL/STATE/NATIONAL WORKFORCE ORGANIZATIONS AND CHAMBERS

U. S. Bureau of Labor Statistics: www.bls.gov
BLS Occupational Outlook Handbook: www.bls.gov/ooh
O*NET Resource Center: www.onetcenter.org

Columbus Chamber: <https://columbus.org/>

National Association of Women Business Owners: <https://www.nawbo.org/>
Ohio Small Business Development Centers: <https://clients.ohiosbdc.ohio.gov/>
ECDI – Economic & Community Development Institute: <https://www.ecdi.org/>

WEBSITES FOR ARTIFICIAL INTELLIGENCE PLATFORMS AND INFORMATION FOR JOB SEARCHING

ChatGPT <https://chatgpt.com/> A chatbot and virtual assistant. Based on large language models, it enables users to refine and steer a conversation towards a desired length, format, style, level of detail, and language.

Co-Pilot <https://copilot.microsoft.com/> Microsoft Copilot leverages the power of AI to boost productivity, unlock creativity, and helps you understand information better with a simple chat experience.

Perplexity.ai <https://www.perplexity.ai/> An AI-powered research and conversational search engine. Answers queries using natural language predictive text; generates answers using sources from the web and cites links within the text response.

AI Detectors:

Scribbr: <https://www.scribbr.com/ai-detector/>

Turnitin: <https://www.turnitin.com/>

CopyScape: <https://www.copyscape.com/>

Plagscan: <https://www.plagscan.com/en/>

IF YOU ARE LOCATED OUTSIDE OF CENTRAL OHIO:

Utilize your local library system. Also, check with your state and county workforce development offices; go to the U.S. Department of Labor's CareerOneStop website for details and locations <https://www.careeronestop.org/> And don't forget your "2-1-1" services; they can direct you to agencies that provide job search services.

You may also find assistance through the career services offices or the alumni association of your alma matre. Also check local nonprofit organizations. Local United Way offices may have information on nonprofit agencies ready to support your job search <https://www.unitedway.org/>