

Using AI for Resumes & Cover Letters | Beyond OSU: Artifact

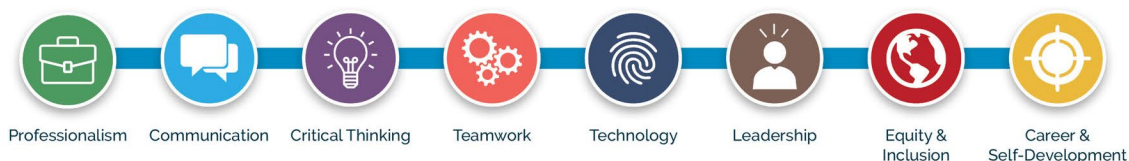
Assignment Overview:

We don't recommend using AI to write your resumes and cover letters. What we do suggest is using AI as a tool to increase your speed and efficiency in tailoring your resume and cover letters to specific jobs. In this assignment, students will explore using large language models as a tool to increase their effectiveness in written communications and applications.

Learning Outcomes: 1. Test the capabilities of Generative AI.
2. Implement tools and techniques to help strengthen job application materials.

Beyond OSU: This assignment falls under the **Beyond OSU I (Prepare) learning outcome #2: Apply life-long career development concepts through the creation of career relevant artifacts.**

NACE Competencies: Skills developed completing this assignment:
Professionalism, Communication, Technology, Career & Self-Development



AI assistance for your Resume:

Step 1: Know your goals. Asking AI to write your resume isn't going to increase your writing skills or represent you accurately, but AI can help strengthen your application materials and highlight the skills and experiences you have. This assignment can teach you how to interact with AI to improve your job applications. If you are interested in creating or editing a resume, the **VMock* resume assignment** is another suggested assignment. *VMock can apply templates, help edit content and bullets, and provide feedback on the overall strengths of your resume.

For this assignment we'll focus on using AI to strengthen your resume and cover letter for a particular job posting.

Step 2: Use Generative AI large language models on a job posting: ChatGPT, Bard, Bloom, Claude, Llama 2, etc.
Examples prompts to get you started thinking: *Experiment with this to improve your resume content and writing.*

"What keywords in this job posting (copy & paste job) could help my resume bullets (copy & paste your resume bullets)?"

"Turn these listed job responsibilities (copy & paste job outline) into condensed bullet points." Examine those points.

"What are the most frequent words and phrases in this job posting?" (copy & paste it). Use these phrases in your resume.

"What verbs exist in the following paragraphs?" (paste the entire job posting) and rank them by occurrence.

"Re-write my resume bullet points (enter them) to this job (posting) at (company)."

"Summarize the most important skills in this job posting (paste here)." Then use that response to ask another prompt.

Tips: Collect as much information as you can about the job and the organization. The more data you provide to AI models, the more help it can give you in tailoring your resume to the job description, responsibilities, requirements, and skills. Customize prompts with specifics and combine multiple prompts to increase options and ideas.

Step 3: Once you collect **words and phrases** for your various sections and bullet points, make manual resume edits to better highlight your skills (transferable and otherwise), and experiences that match this position. When employers read through your materials, they shouldn't have to think about how you'd fit in. You do it for them!

Step 4: Along with your cover letter, make sure to read over your resume and make sure it reflects your work and style. We recommend having a trusted peer, family member or industry professional review your materials and offer feedback before sending your application in.

AI assistance for your Cover Letter:

Step 1: Establish a general outline goal for your cover letter before you start. This should include:

A greeting: Addressed to the hiring manager, team, or person leading search (ex: Dear Waylon Smithers and SNPP stakeholders).

A great opening paragraph: Introduce yourself; note why you are excited about the position; show how it fits your goals.

A strong middle paragraph: Position your most relevant skills and experiences that relate to the job description.

A closing paragraph: Sum up your skills and qualifications for the position and thank them for their consideration.

Signature with your full name: Sincerely, Thank you, Respectfully, etc.

Step 2: Use Generative AI large language models: ChatGPT, Bard, Bloom, Claude, Llama 2, etc.

Load sample prompts into the question box. Here are some examples to get you started!

“Given the included job description (copy & paste job), write an opening paragraph that aligns with my personal goals (enter a list of goals or an objectives) and education (add section of your resume).”

“Compare the bullet points in my resume (add bullets) to the responsibilities listed in this posting (enter responsibilities).”

“Using my resume (add resume), write six sentences that meet the qualifications for this position (add position description).”

“Write a good closing statement on why my experiences as a [] and passion in [] can help this organization (add mission or vision of company, overall organizational goals, etc.).”

Tips: Experiment with what information you input and what you want to receive. The more detail and information you add, the better your results. We highly recommend using as much quality data from the employer as you can find. Another element to consider is **removing any personal information.** AI does not need to know your name, address, phone or other contact information to help amplify your cover letter. Also, don't simply copy and paste what the AI generates in response. Rewrite it to tailor it yourself. Think about the structure, wording and overall composition. AI is only a tool to make you better at this process. You know yourself best, so edit accordingly.

Step 3: Once you get desired results that reflect your skills and experiences and align with the position description, write a comprehensive letter that follows the format of step 1. You may need to shuffle and rewrite some of the sentences the generative AI provided to shape your letter more comprehensively.

Step 4: With or without help from generative AI, it's good practice to have a trusted peer, family member or industry professional read over your cover letter and resume (and the specific job posting) before submitting the application. Does it sound like you? Does it flow well with a strong lead, middle and end? Does it highlight your best qualities and connect what the employer is looking for? Does it make sense given this position and company?

To complete the assignment: Upload a copy of the job posting along with your final resume, cover letter, and worksheet.

Student Worksheet:

Resume: What questions did you use as AI prompts?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Usable Phrases or Bullets AI Provided:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Cover Letter: What questions did you use as AI prompts for your cover letter content?

- 1.
- 2.
- 3.
- 4.
- 5.

Usable Phrases AI Provided:

- 1.
- 2.
- 3.
- 4.
- 5.

Student Worksheet:

In your own words—edit the AI feedback into four resume bullets that better reflect your writing style:

- 1.
- 2.
- 3.
- 4.

In your own words—edit the AI feedback into 3 cover letter sentences that better reflect your writing style:

- 1.
- 2.
- 3.

Reflection: In the spaces below, write about your takeaways with this process.
What was beneficial about using AI?

What was challenging about using AI, or what did you see as a drawback?

Notes for Instructors:

Please adjust this assignment as needed to fit your schedule, point system and course outcomes. While this assignment is designed intentionally at this length, we know that career development is not a one-size fits all process. Be mindful of your audience and their understanding and concerns around use of AI and resumes. Feel free to add specific industry elements to make this more engaging. Challenge students to view Generative AI as a tool and not a replacement for their own words and work as you implement this assignment.

Suggestions for this assignment:

Length: If this is too long for your class, consider removing the reflection. Students can also use this worksheet as a peer discussion on their perspectives of using AI and building resumes and cover letters. Coach students through any industry expectations and best practices in their field(s), use of AI in the workplace and your expectations/course policies. Consider doing a broader lesson on AI that includes its usefulness as a tool, but also privacy concerns around data use, AI hallucinations that produce incorrect information and the [environmental impacts of AI on our natural resources](#). Adding this information to your lesson plans could be a way for students to engage in critical thinking on AI use and help them start to build their own perspectives.

Assessment & Submission: Please assess this assignment in line with other work for your course, and direct students in how you would like them submitted (printed and turned in during class, filled out electronically and submitted via Canvas, etc.). In terms of scaffolding, this assignment could be used in conjunction with other artifact assignments (Transferrable Skills, Crafting Resume Bullets, Crafting Cover Letters, etc.) or as part of a broader assignment on generative AI.

Additional Resources: Please consider using the robust online resources the [Career Development Center](#) offers you and your students. For more information on using the Career Development Center's tools, events and workshops in your classroom, please [visit our website](#).



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