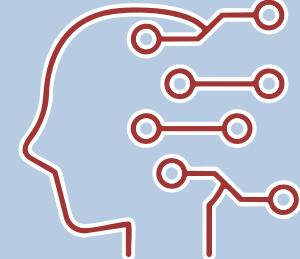




# HARNESS THE POWER OF AI FOR CAREER SUCCESS!

AI is great, but nothing beats a personal touch. Bring your AI-enhanced materials to us at the Career Center! Our team is here to add that human insight and polish that only real people can provide. We're excited to help you perfect your job search and make sure your materials truly reflect who you are. Swing by and let's make your application shine!



## What Are the Key Uses of AI for Advancing Your Career?

### 1. Optimizing Your Application Materials

- **Update Your Resume and LinkedIn Profile**

Use AI to refresh and refine your resume and LinkedIn profile, highlighting your latest achievements and skills for a standout presentation.

- **Tailor Applications with Precision**

Customize your resume and cover letters with AI assistance to align with specific job descriptions, increasing your chances of getting noticed by recruiters.

### 2. Enhancing Your Job Search

- **Research Alternative Job Titles and Companies**

Leverage AI to explore different job titles and companies, broadening your search and discovering roles that align with your career goals.

- **Prepare for Interviews Efficiently**

Generate targeted interview questions with AI to streamline your preparation and ensure you're ready to tackle any interview scenario.

### 3. Crafting Effective Communication

- **Draft Impactful Outreach Emails**

Use AI to help craft professional and targeted emails for informational interviews, making your networking efforts more effective.

- **Perfect Follow-Up Emails**

Generate thoughtful thank-you notes and application status inquiries with AI to maintain professionalism and express gratitude.

### 4. Engaging with AI for Better Results

- **Interactive and Conversational Use**

Treat your interactions with AI as conversations. This approach encourages more nuanced and relevant outputs tailored to your specific needs.

- **Proofread and Personalize**

Always review and personalize AI-generated content to ensure it accurately reflects your voice and aligns with your unique career goals.

# Smart Moves: Using AI Ethically in Your Career Journey

## 1. Mastering Your Tasks with AI

- **Do Your Homework, Don't Let AI Do It All**

AI is a fantastic tool for generating ideas, finding sources, and polishing grammar. Use AI to support, not replace, your effort to keep your assignments authentic and original.

- **Skill Up, Don't Slack Off**

Leverage AI to learn new skills and tackle complex topics, but stay actively engaged with the material. Develop critical thinking and hands-on experience—these are the skills employers truly value.

## 2. Enhancing Your Career Tools

- **AI as Your Job Hunt Wingman**

AI can assist with polishing your resume, finding job openings, and drafting cover letters. Ensure your applications still showcase your unique voice and experiences.

- **Personalize Your Applications**

Use AI-generated templates as a starting point, but always tailor each resume and cover letter to reflect your personality and passion. Show potential employers why you're the perfect fit for their role.

AI can give you a boost, but if you're unsure whether your AI-enhanced materials meet ethical standards, we've got you covered. Swing by the Career Center! Our expert team is here to review your work, ensure it aligns with ethical guidelines, and help you polish it to perfection. Let's make sure your career materials reflect your unique talents and integrity. Visit us, and together we'll make your job search stand out!

## 3. Building Genuine Connections

- **AI for Networking**

Employ AI to identify networking opportunities, draft outreach messages, or analyze LinkedIn profiles. Remember, successful networking thrives on authentic relationships, so be sure to personalize your interactions and follow up with genuine interest.

## 4. Navigating Ethical Boundaries

- **Respect the Rules**

Every institution has guidelines for AI usage. Familiarize yourself with these rules to avoid unintentional misconduct. If unsure, consult your professor or academic advisor.

- **Protect Your Digital Footprint**

Be cautious about the data you share with AI tools. Safeguard your personal information and understand the implications of sharing sensitive details.