

Get help from AI to apply for a job



Looking for work or updating your resume can sometimes feel tricky, but you do not have to do it alone.

AI tools can act like a friendly career helper on your phone or computer. They can help you practise for a job interview, organise your past experience, or build your confidence before applying for a job.

How to do it

Choose an AI platform that you like to use such as ChatGPT, Gemini or Claude. Follow the steps below to have a go.

Practise a job interview

1

Type: "Act like an interviewer for a [job title, such as cleaner or shop assistant] position. Ask me three simple questions one at a time."

2

Type your answer to each question, then select send to get friendly feedback and tips.

Format your resume

- 1 Type or paste your past work experience and skills into the message box.
- 2 Type: "Organise this into a neat resume layout with clear headings" and select send.



Tip: Always check what AI comes up with carefully. It can make mistakes!

Draft a cover letter

- 1 Type "Write a simple, friendly cover letter for a [job title] role."
- 2 Read through the letter, edit the words, and fill in your name and details before sending it to an employer.



Tip: When using AI for work tasks, make sure you do not share any private information like your phone number, home address, or bank details.

Keep learning

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