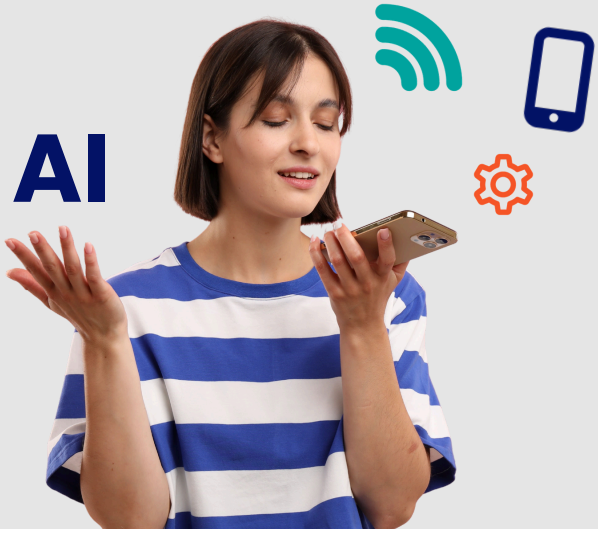
AI for Good: Top tips for safe AI job hunting



Looking for work can feel overwhelming, but artificial intelligence (AI) can make it a lot easier.

AI tools can act like a handy, everyday assistant on your computer or phone to help you write cover letters, get ready for interviews, and understand complicated job ads.

However, when you use online AI apps, keeping your private information safe is incredibly important. You can easily get the benefits of AI without putting your personal privacy at risk.

Things to keep in mind

Using AI tools like ChatGPT, Gemini, or Claude can be a great way to save time and build confidence while looking for work. Keeping a few simple habits in mind will help you get the best out of these tools while keeping your personal information safe.

Stay safe while job hunting with AI

1. Remove your personal details first. Swap them for placeholders like [Phone Number] so the AI can still help without seeing your private information.

2. Check your privacy or data settings to switch off model training and chat history so your job search stays private. You can ask your AI app for instructions on how to do this.

3. Be cautious of ads that are vague about the role, offer unusually high pay for little work, or ask you to apply through a messaging app. These could be fake job postings by scammers.

4. Avoid paid AI scam services. You do not need to pay fees for an AI service that promise a "perfect" resume or a guaranteed interview.

5. Always read and check the results. AI tools can sometimes make up facts or use American spelling that feels out of place in Australia. Always read through anything an AI writes for you to make sure the details are accurate and it still sounds like you.

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