

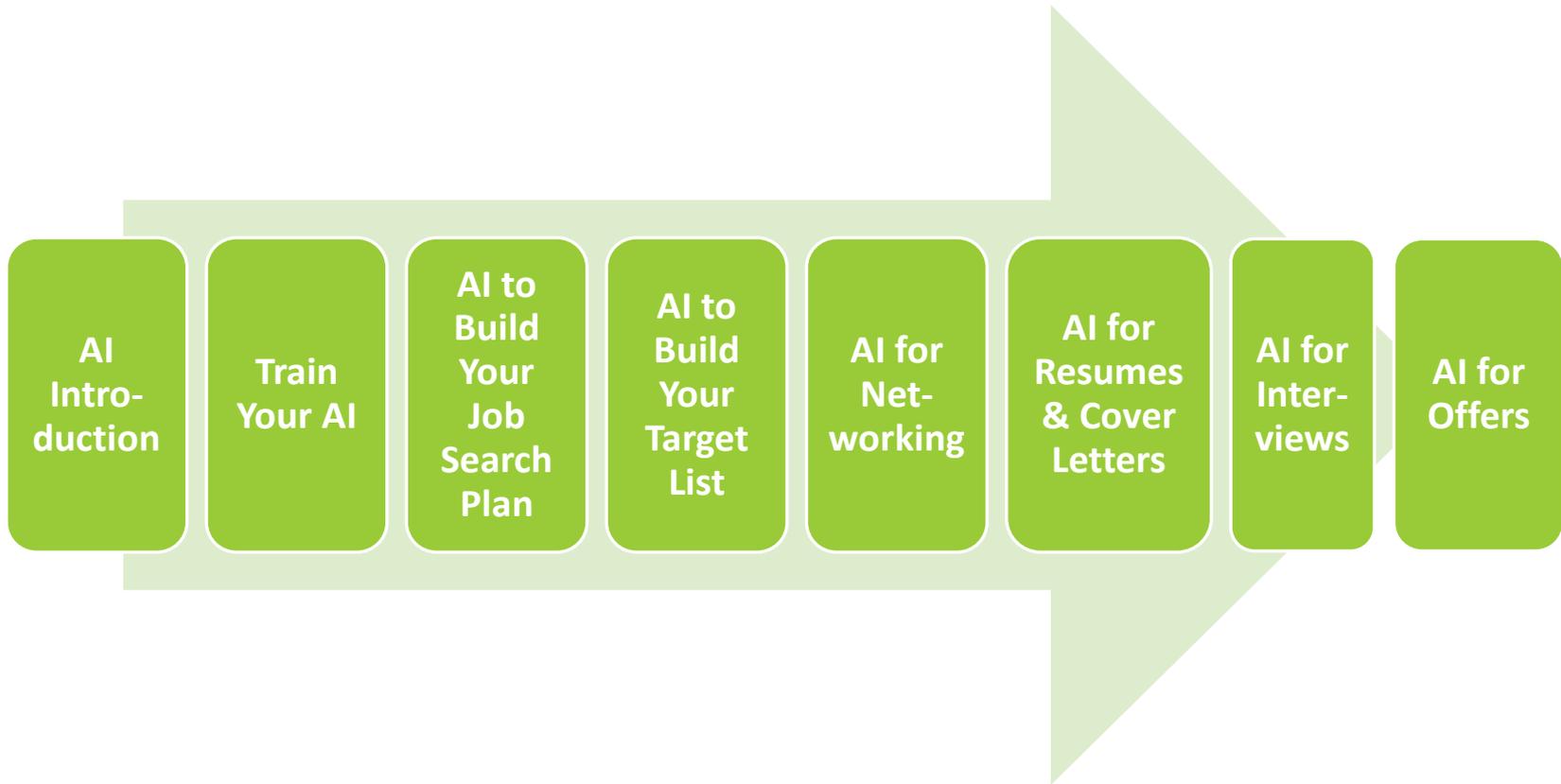
Using AI to Improve Your Job Search

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AUDIENCE: HOLY FAMILY JOB SUPPORT

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Overview



Introduction

What is AI

Definition

"Artificial Intelligence (AI) enables people to use natural language to program machines, process vast data, recognize patterns, and enhance decision-making."

How AI Helps in Job Searching

- Manage your time more effectively
- Research companies and hiring trends
- Support networking outreach and interview preparation
- Analyzes job descriptions to customize applications
- Prepare for and practice interviews
- Assist with offer negotiation

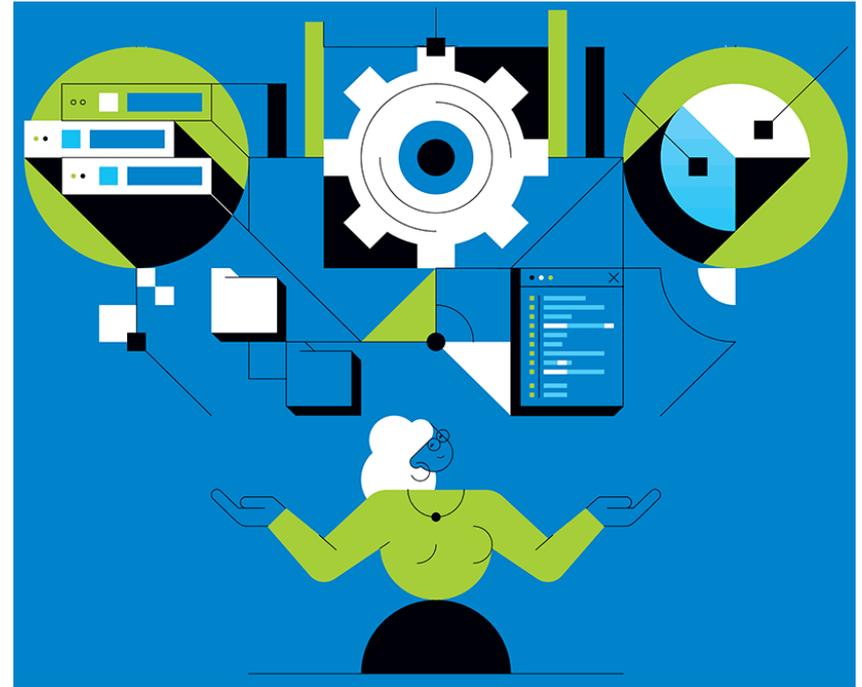
Two Ways to Use AI

AI as a Copilot



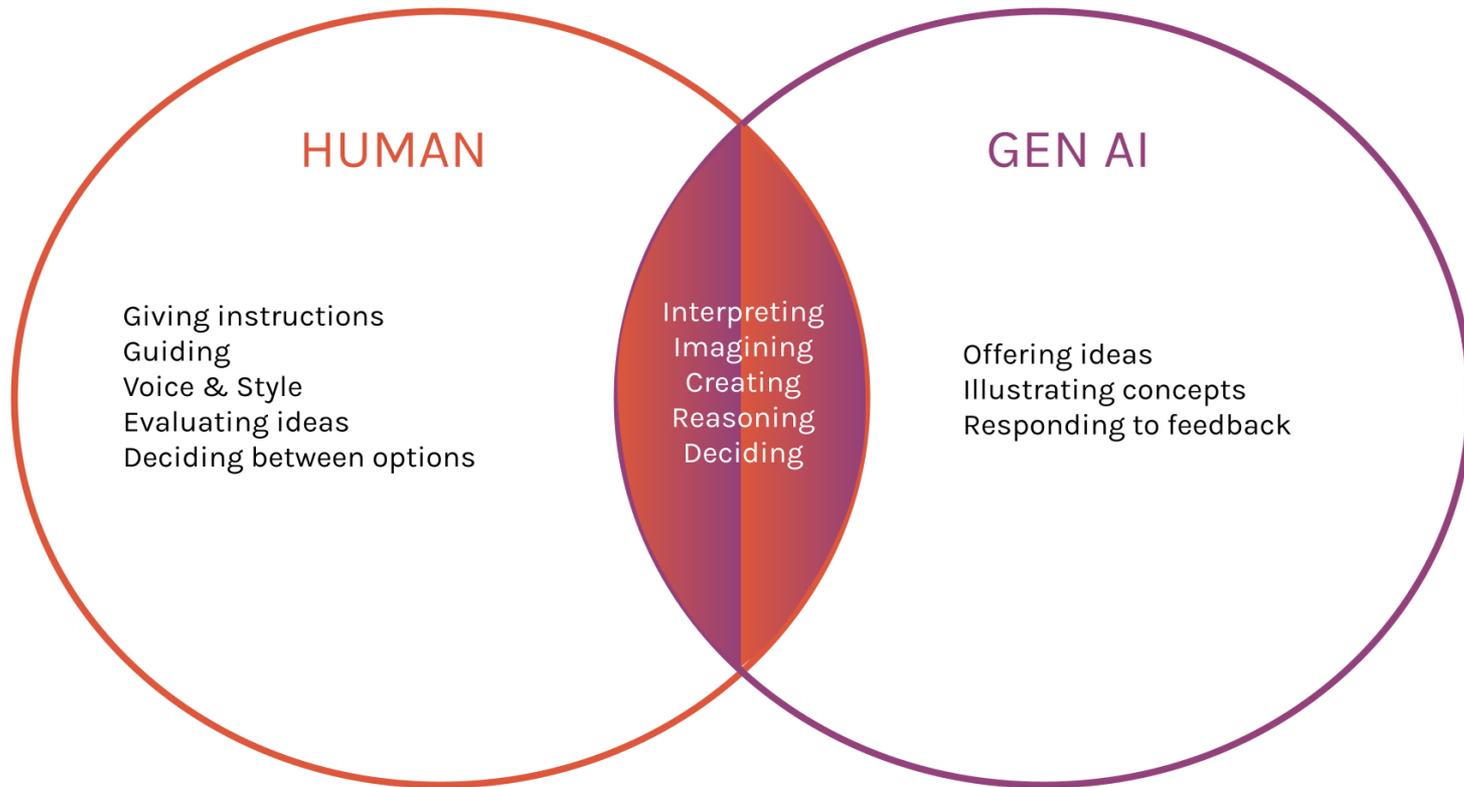
AI assists with drafting, structuring, and automating tasks

AI as a Co-thinker



AI helps you brainstorm ideas, refine strategy, and challenge thinking

Our Future is AI-Augmented



“AI looks backward and I look forward.”

Take a Prompt Engineering Course

Coursera: Prompt Engineering Specialization

- **Description:** This specialization, offered by Vanderbilt University, covers prompt engineering patterns, techniques, and approaches to effectively leverage Generative AI. It includes hands-on exercises to build your skills incrementally.
- **Duration:** Approximately 1 month at 10 hours per week

Vanderbilt University: Prompt Engineering for ChatGPT

- **Description:** This free online course teaches the most effective patterns and approaches to writing inputs for large language models. Students start by crafting basic prompts and build toward writing sophisticated prompts to solve problems across various domains.
- **Duration:** Self-paced

Great Learning: Prompt Engineering for ChatGPT

- **Description:** This course covers the fundamentals of Generative AI and Large Language Models (LLMs), including crafting effective prompts, advanced strategies, and applications across various domains.
- **Duration:** 2.25 hours

Simplilearn: Free Prompt Engineering Course with Certificate for ChatGPT

- **Description:** This course teaches participants how to write prompts that engage and meaningfully interact with AI models like ChatGPT. It includes lessons on prompt design techniques, refining prompts, and problem-solving.
- **Duration:** 1 hour

MIT OpenCourseWare: Effective Prompts for AI

- **Description:** This course covers the essentials of prompt engineering, including selecting the right words, phrases, symbols, and formats to get the best possible result from AI models.
- **Duration:** Self-paced

Stanford University: Generative AI Prompting Basics for Beginners

- **Description:** This course covers essential skills for crafting effective prompts across various AI text-generation tools. Participants gain practical insights into prompt engineering, ethical usage, and real-world applications on diverse generative AI platforms.
- **Duration:** Self-paced

Udemy: ChatGPT Prompt Engineering (Free Course)

- **Description:** This course provides real-life examples to help learners craft captivating AI prompts. It is designed to build in-demand career skills.
- **Duration:** 56 minutes

Udemy: Prompt Engineering (Free Course)

- **Description:** This course covers the fundamentals of AI, NLP, and Large Language Models, including crafting effective prompts for ChatGPT and similar AI tools. It includes real-world applications and techniques to optimize prompts for improved AI responses.
- **Duration:** 1 hour 20 minutes

One Prompting Models

- **Instructions:** Provide specific guidelines for the task
- **Reasoning steps:** Indicate how you want it to approach the problem
- **Output format:** Specify exactly how you want the response structured
- **Examples:** Show samples of what you expect
- **Context:** Provide necessary background information
- **Final instructions:** Include any last reminders or criteria

AI Text Detection

Always check your text in AI Text Detector.

- 1. Originality.ai**
- 2. GPTZero**
- 3. Sapling AI Detector**
- 4. Writer.com AI Content Detector**
- 5. Copyleaks AI Content Detector**

The AI Skill Divide

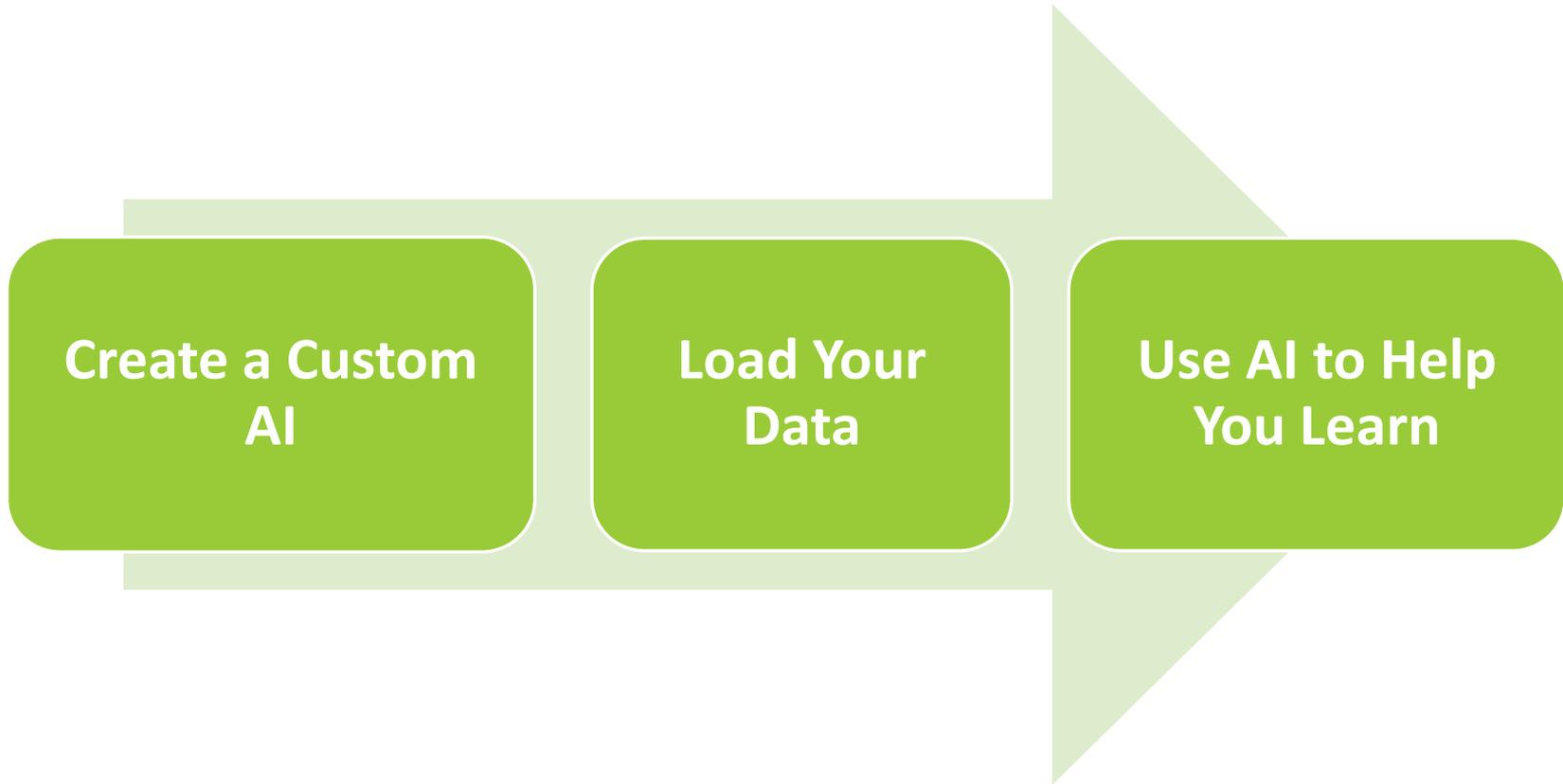
“AI will not take your job...
*...but someone who knows how
to use it will.*”

- Scott Galloway

- AI is not a replacement—**it’s a requirement**
- Build your advantage through skill, not fear
- AI fluency is the new literacy

Train your AI

Process



Train Your AI

Why This Matters:

“AI works best when you train it with your unique career history and goals.”

What to Feed Your AI:

Preferred job search methodology

Your resume and work history

Career goals and preferred industries

Your writing style (emails, reports, past cover letters) industry insights and target companies

Custom AIs

Platform	Persistent Customization	Best Use
ChatGPT (Custom GPTs)	✓ Yes	Reusable, always-on job search assistant; great for resumes, interviews, strategy
Gemini (Google)	✗ Not yet	Lightweight, conversational help; strong at Google-integrated tasks
Claude (Anthropic)	✗ Session-based	Deep reasoning, long doc analysis (e.g., Form 990s, org strategy docs)
Perplexity (New Space)	✓ Yes	Fast research, live data, salary insights, company comparisons
Microsoft Copilot	✓ Within 365 ecosystem	Seamless resume/cover letter editing in Word; data insights in Excel

Load Relevant Data

Provide your AI with key information:

- Start with Your Why – What kind of impact or mission do you care about?
- Define Your Target Role – Be specific about title, sector, size, and location.
- Set a Timeline – Choose a realistic deadline to create urgency and structure.
- Know Your Constraints – Consider family needs, remote/hybrid preferences, salary, etc.
- Know Your Methodology – Inform your AI of the methodology for your job search such as the Pierson method used by HFJS
- Turn It into a Goal Statement – Combine the pieces into a focused, actionable sentence.

Use AI to Help You Learn

You may not have answers right away – AI can help you discover them. Use AI to help determine what information you should include or help you decide answers.

AI Prompt:

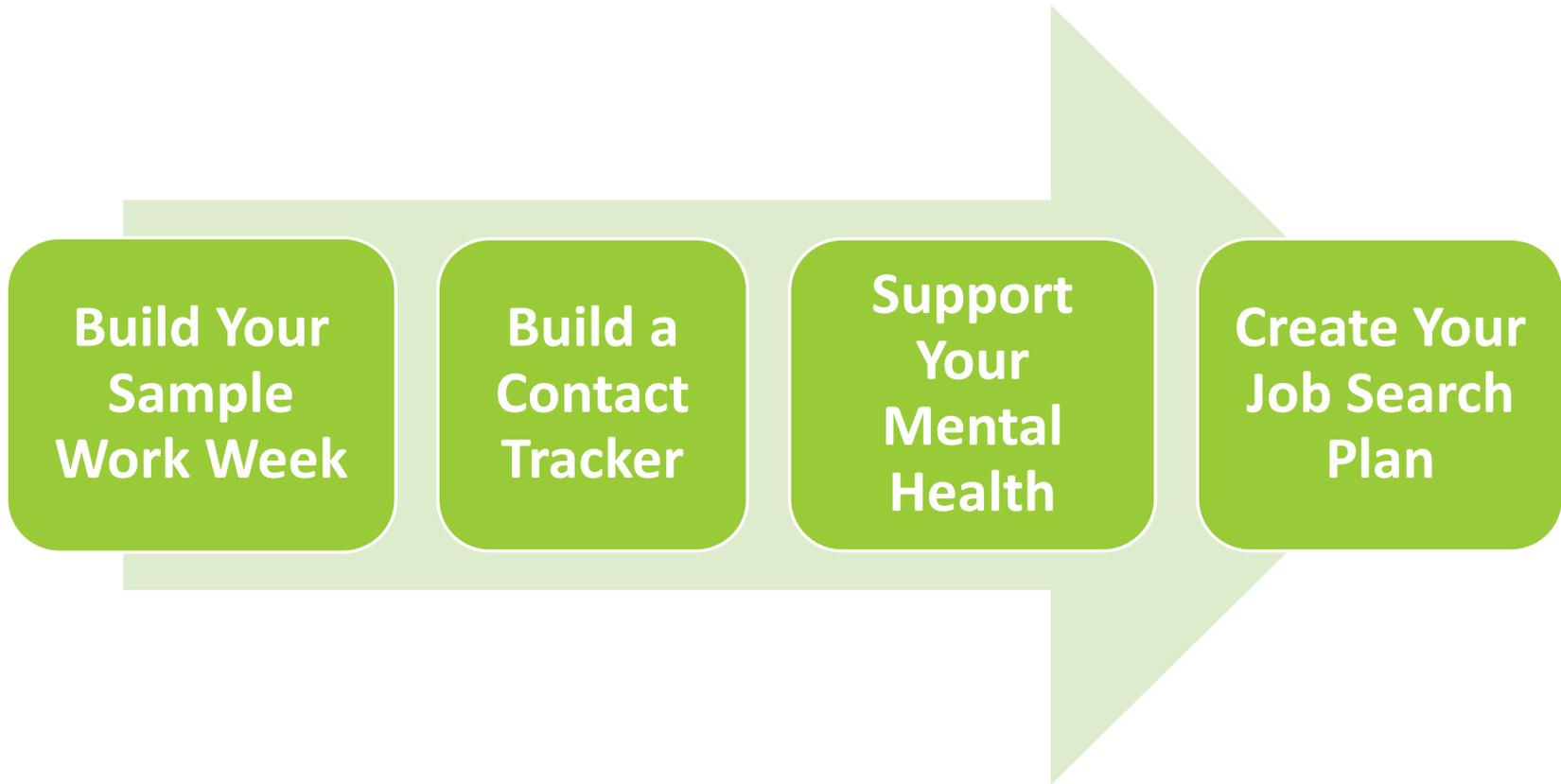
"AI, please provide a summary of [#] job search methodologies for [insert level] level positions. Ask me questions to help me select the right methodology for my job search."

AI Prompt:

"AI, I have attached 10 samples of my writing. Please determine the tone of my writing. Also, please share the strengths and weaknesses of this tone for my job search."

Building a Job Search Plan

Process



Build Your Tools

Why This Matters:

“Making the most effective use of your time is critical to a successful job search.”

Sample Tools:

- Weekly tracker and evaluator
- Contact tracker
- Mental health support

Build Your Ideal Work Week

Prompt 1: Define the Structure

“I’m in an active job search for [role] and want to build a balanced weekly calendar. Please ask me questions to help define my goals, time availability, and energy patterns so we can co-create an effective schedule.”

Prompt 2: Set Your Availability

“I have about [X] hours per week to dedicate to my job search. Mornings are best for focus, and I need to reserve [days/times] for family or personal commitments. Please help me block out a realistic weekly calendar.”

Prompt 3: Build the Weekly Flow

“Based on my availability, energy levels, and goals, can you help me create an ideal week that includes time for:

Job applications

Networking

Thought leadership

Resume/cover letters

Mental health

Family

Interview practice

Volunteering

Other ...”

Build Your Sample Work Week

Step 4: Add Specificity

“Can you assign specific types of tasks to each time block, like ‘Apply to 2 jobs,’ ‘Email 3 contacts,’ or ‘Review 1 Form 990’? I need a balance of structure and flexibility.”

Step 5: Format It for Use

“Can you format this as a weekly calendar I can copy into Google Calendar or print out? A table format would be great.”

Bonus Prompt: Adapt It Over Time

“Based on what I’ve done this week, here’s what worked and what didn’t: [add notes]. Can you help me adjust my weekly job search calendar for next week?”

Sample Weekly Tracker

Weekly Tracker						
Week 4: 12/2 to 12/8						
Element	Weekly Goal (Hours)	Activities Planned	Completed Hours	Comments/Notes	Performance Rating (1-5)	Completed Hours Rating (1-5)
Weekly Planning	1	Connect to summary tab	0.5	Figured it out	4	50%
Networking Groups	3		2	Not too helpful this week	3	67%
Individual Networking	3		1	Mike Smith was great	3	33%
Executive Networking	1	Reach out to Kenneth Young, YMCA, Followup to top 4	1	Courtney +	5	100%
Training and New Skills	5	Complete certification	3	Completed & HR battle was GREAT	4	60%
Research & Send Resumes	20	KYC & YMCA + 4	19	Much better than last month	4	95%
Interviews	2		2.5	Getting better. Rambled too much.	4	125%
Interview Practice	6	Get to an A- average	9	Need to focus on more difficult questions	4	150%
Email	3		3	Falling behind	2	100%
Pro Bono Consulting	5	Complete all but final deliverable	6	Client very happy	5	120%
Thought Leadership	3	Why is interaction falling	4.5	Lin Learning class (Lin premium benefits)	3	150%
Workouts	4		4.5		4	113%
Reading	4		3		3	75%
Total	60		59		3.7	98%
Goals for the week:				Daily		

Build a Contact Tracker

Why This Matters:

“A Contact Tracker is an important tool in your job search toolkit. It helps you stay organized, follow up consistently, and recognize which activities are leading to real opportunities.”

Build Your Contact Tracker

Step 1: Set the Purpose

"Help me create an Excel-based Contact Tracker for my job search. I want to track networking conversations, group meetings, job applications, interviews, and [others]. Please recommend the best columns to include."

Step 2: Design the Table

"Please generate a sample Excel table with columns for:

- Name
- Organization
- Job Title / Role
- Type (Networking, Application, Interview, etc.)
- Date of Last Contact
- Follow-Up Date
- Notes / Next Steps
- Status (e.g., Waiting, Applied, Interviewed)
- Email / LinkedIn
- Other(s)"

Build Your Contact Tracker

Step 3: Add Filters and Formatting

"Please add filters to the top row and use color coding to highlight urgent follow-ups or interviews scheduled in the next 7 days."

Step 4: Make It Actionable

"Can you add conditional formatting so that:

- If the 'Follow-Up Date' is today or earlier, it highlights red.
- If the status is 'Interviewed,' it turns green."

Step 5: Weekly Review Support

"Help me create a weekly review prompt in the Excel sheet that reminds me to check for follow-ups and update statuses every Friday."

Sample Contact Trackers

Contact Name	LinkedIn	Organization	Title/Rol	Email	Phone	Where Met	Last Activity Date	Activity Type (e.g., Follow-Up)	Next Step	Priority (H/M/L)	Status	Notes
						Networkir	11/18/2024	sent email		M		Connectio
			COO			Networkir	11/11/2024	sent emai	Sent resur	H		
			President			Networkir	11/18/2024	she called	None	L		Called as I
			24-7			HFJS	11/18/2024	email	I requeste	M		
			Regional Account Mgr			Networkir	11/18/2024	video	Discuss pa	H		Open to p
			Owner			Career Clu	11/18/2024	video	Nothing	L		She helps
			Recruiter			Career Clu	11/18/2024	video	Seeking a	L		Not sure I
			CEO			Networkir	11/19/2024	email	time to ge	M		

A Company	Logo	Industry	Company Excitement	Remote Roles	Career Page	Notes
Asana		Tech - Cloud				
dropbox		Tech				
Next play - network		Networking platform				
Uber		Tech				
Good Inside		Tech	1 - Not ideal no other op...			
Expedia		Tech - Hospitality	2 - Somewhat ideal likely...		https://careers.expediagro...	
McMaster Carr		Industrials	2 - Somewhat ideal likely...		https://www.mcmaster.com...	
Amazon		Tech	3 - Impartial		https://www.amazon.jobs/en	
Capital One		Financial Services	3 - Impartial		https://www.capitalonecare...	

Supporting My Mental Health

30 minutes to start day

1. Reviewed 2 sections of *Help Wanted*, by Karen Litzinger
2. Reviewed goals for the day
3. What is going to be good for me
4. What is going to be good for my wife

Spend time with friends and loved ones

It is hard, it will be hard, and you have to overcome

**Volunteering is great for your mental health
and our community**

Prompts to Support Mental Health

Self-Reflection Prompt: How do I define success in this season of my career — and does it include more than just the title or salary?

Result: Guided Response Framework

1. Recall Specific Roles or Moments

Think of 2–3 leadership positions or initiatives you've held. Choose ones where you felt especially engaged or proud.

2. Identify the Fulfilling Aspects - Was it:

- **Mission alignment** — being part of a cause you deeply believe in?
- **Team development** — mentoring others and building a healthy culture?
- **Innovation** — launching a new program or turning an organization around?
- **Community impact** — seeing tangible results in the populations you served?

3. Describe the Feeling: What emotions came up? Joy, flow, purpose, confidence, peace?

4. Map to Future Roles Ask yourself:

- What type of organization would allow me to do more of this?
- What kind of board/staff culture would support this?
- What red flags should I watch for in job descriptions or interviews?

Building Your Job Search Plan

Why This Matters

After you have created the tool ask AI to help you build your job search plan to help you manage a successful search.

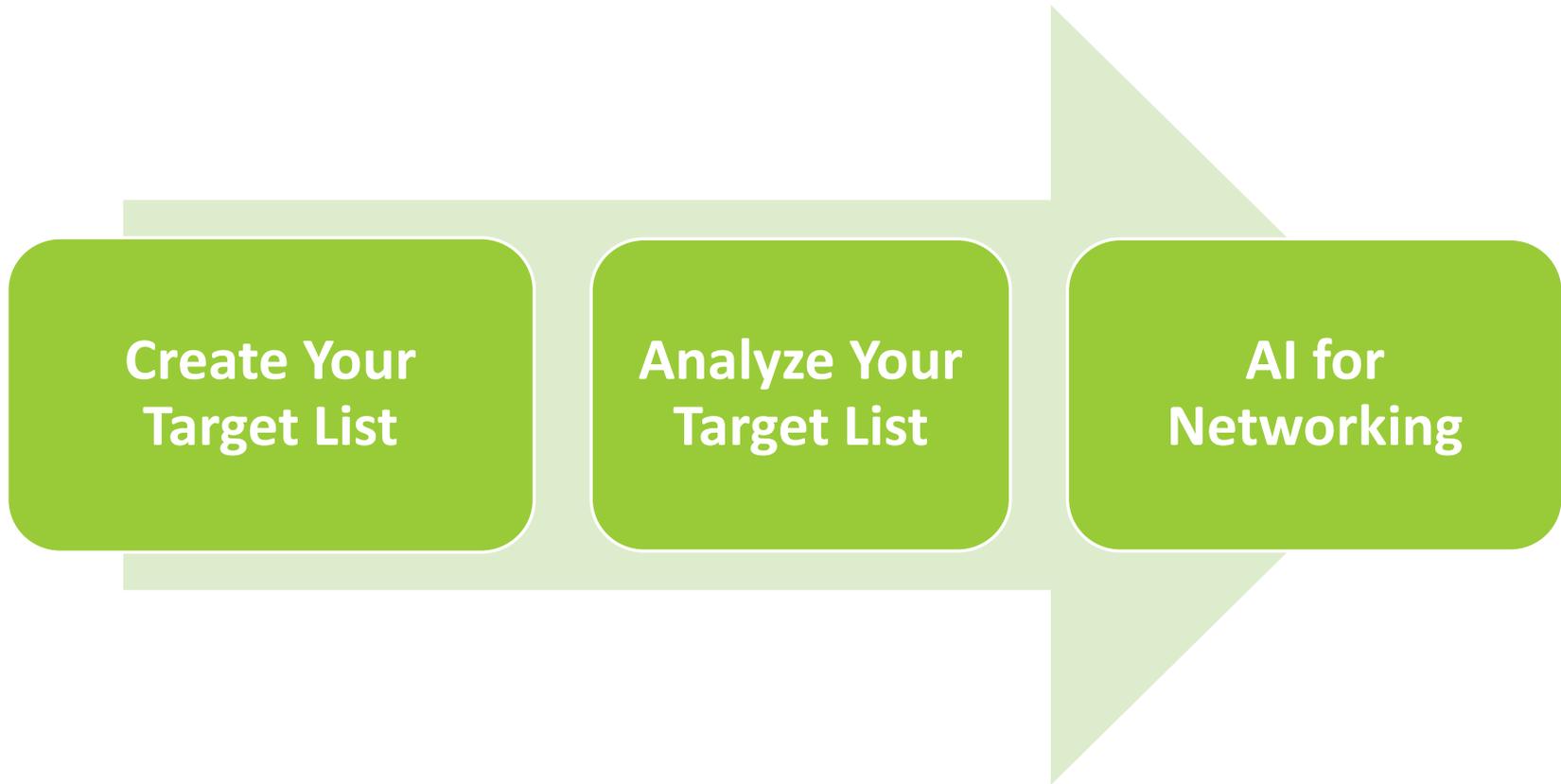
- Prompt #1: Define the Framework
“Based on my goal to land a [insert role] within 2–3 months, help me create a phased job search plan. Please include weekly priorities, focus areas, and milestone goals. I want to align this with my existing tools (weekly calendar, contact tracker, and mental health system).”
- Prompt #2: Structure My Weeks by Phase
“Can you break my job search into 3 phases over the next 8–12 weeks:
1. Preparation & Foundation
2. Active Outreach & Applications
3. Interviews & Decision-Making
What tasks should I prioritize in each phase?”

Building a Job Search Plan with AI

- **Prompt #3: Integrate My Tools**
“Help me align my weekly calendar, contact tracker, and mental health worksheet with this plan so I know what to focus on each week — without burning out.”
- **Prompt #4: Add Accountability & Checkpoints**
“Can you include built-in check-in points to track my progress, adapt my plan, and stay motivated? I'd like a weekly reflection routine and a midpoint review at Week 6.”
- **Optional Prompt: Invite Support**
“Suggest ways I can involve my support network — friends, mentors, or a job search buddy — in this plan to stay encouraged and accountable.”
- **Prompt #5: Create a Job Search Plan**
“Please create a 2-3 page job search plan including the prompts above. I have attached all relevant information that has been created for my job search.”

AI for Researching Organizations

Process



Create Your Target List

Why it Matters: A target list provides a focused and strategic approach, ensuring your efforts are directed towards companies that align with your career goals and values.

General Company Search

Identify Companies in Your Industry:

- "AI, list 10 companies in the [industry] sector that are known for innovation and employee satisfaction."
- "AI, find companies in the [industry] sector that have been recognized for their diversity and inclusion efforts."

Find Companies by Location:

- "AI, list 10 top-rated companies in [city/state/country] that are hiring for [job role]."
- "AI, identify companies in [location] that have a strong remote work culture."

Search by Company Size:

- "AI, find small to mid-sized companies in the [industry] sector that are known for rapid growth and employee development."
- "AI, list large multinational companies in [industry] that offer extensive training programs for new hires."

Create Your Target List

Specific Criteria-Based Search

Company Culture and Values:

- "AI, identify companies in [industry/location] that prioritize work-life balance and employee well-being."
- "AI, find companies in [industry/location] that have a strong commitment to sustainability and environmental responsibility."

Innovation and Technology:

- "AI, list companies in [industry/location] that are leaders in adopting new technologies and innovative practices."
- "AI, find companies in [industry/location] that have been recognized for their advancements in [specific technology]."

Career Growth Opportunities:

- "AI, identify companies in [industry/location] that offer robust career development and mentorship programs."
- "AI, find companies in [industry/location] that have a track record of promoting from within."

Analyze Your Target List

Why it Matters: A target list provides a focused and strategic approach, ensuring your efforts are directed towards companies that align with your career goals and values.

Create your target list and then:

Step 1: Ask AI to analyze employee reviews

Step 2: Ask AI to analyze financial analyst reviews and financial statements

Step 3: Ask AI to find and analyze news and announcements in the last year

Step 4: Use Google search, library and continue until you have completed a thorough analysis

Note: You might have to collect the data and put it into a format to be input into the AI.

AI for Networking

Why This Matters

Networking is the #1 way to land a job. Once you have your target list AI can help you identify connections, personalize messages, and prep for conversations.

Steps to Take:

1. Find Key Contacts

AI Prompt: *"AI, find 5 professionals at [Company] in [Department] and summarize their career history and shared interests."*

2. Write Effective Outreach Messages

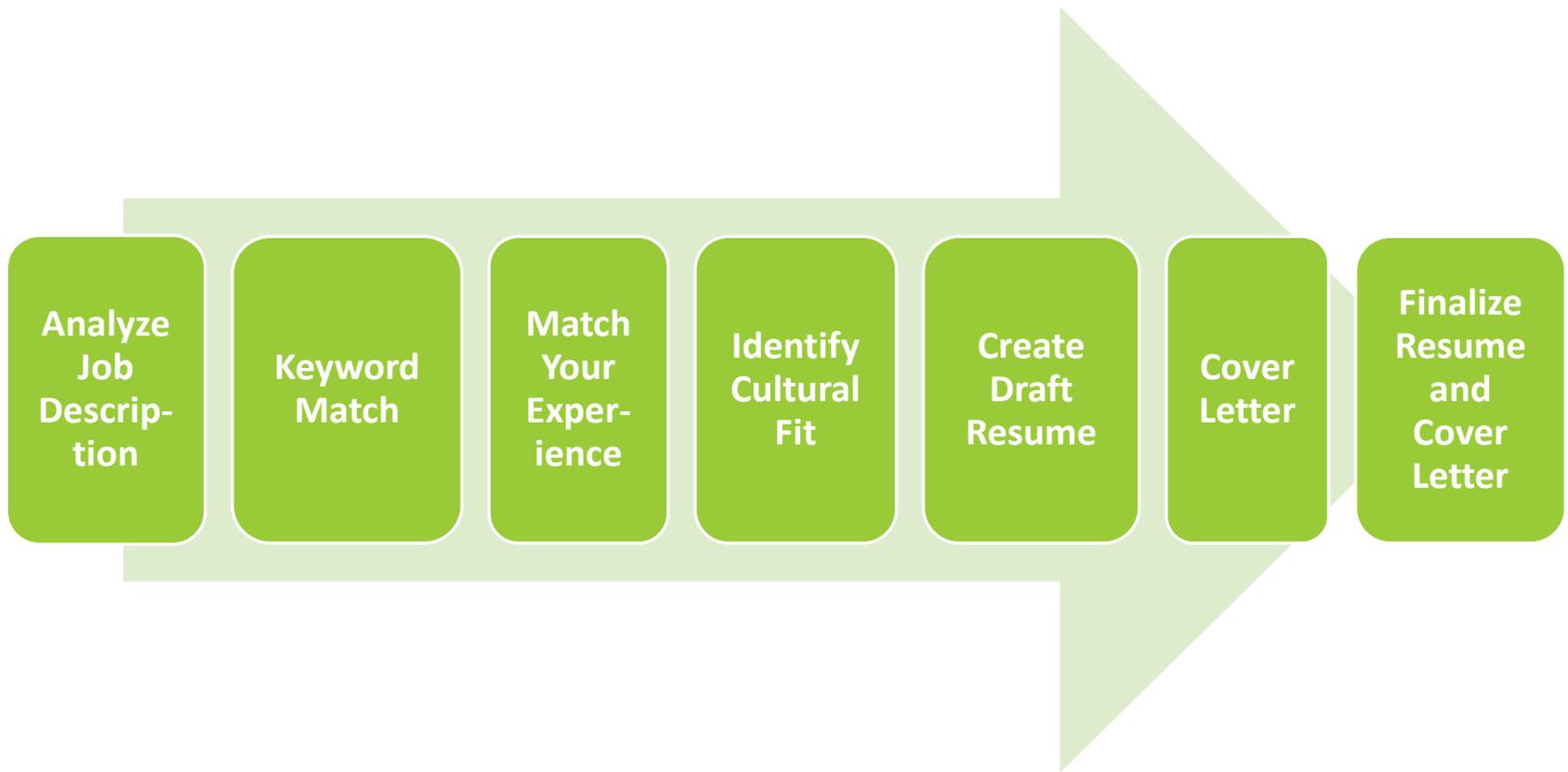
AI Prompt: *"AI, draft a LinkedIn message to [Person] referencing their recent work on [Topic] and expressing my interest in learning from them."*

3. Prepare for Networking Calls

AI Prompt: *"AI, summarize [Person's] background and suggest three thoughtful questions for a networking conversation."*

Using AI for Resumes and Cover Letters

Process



AI for Resumes & Cover Letters

Why This Matters

Understanding key skills and expectations is essential for tailoring your resume and applications. AI can help extract insights, highlight key themes, and ensure your application aligns with what employers are seeking.

Key Points

- Analyze job descriptions and extract critical keywords
- Identify company priorities and required skills
- Feed the AI with relevant information including mission, financials, networking notes, press releases, and all relevant company information.

Step 1: Create a Master Resume

- **Every major role** you've held, including title, organization, dates, and a robust list of achievements.
- **Quantifiable results** (e.g., "% growth," "\$ raised," "teams led").
- **Project, initiative, or board experience** not always included in standard resumes.
- **Keywords and phrases** from job descriptions in your target sector.
- **No length limit** — it can run several pages since it's not being submitted as-is.

Think of it as your personal impact database—you pull from it to build tailored resumes that precisely match a specific role's requirements.

Step 2: Analyze Job Description

AI Prompt:

"AI, analyze this job description and list the key skills, qualifications, and responsibilities required for this role. Please compare to similar roles in the industry and tell me if there are any significant differences."

Key Takeaways:

- Identify technical and soft skills employers emphasize
- Look for common phrases and action words
- Understand the priority areas of the role

Step 3: Keyword Matching

Use a matching tool such as Jobscan.ai or theprofessional.me to get to a 50% or better match.

AI Prompt: *"AI, attached is a job description and my draft resume. Please rewrite this resume to better match the job description and to be more results-oriented and quantify achievements where possible. Please identify weak bullet points that I can make stronger."*

Examples:

Weak: Managed a marketing campaign.

Stronger: Led a marketing campaign that increased engagement by 45% and generated \$500K in new revenue.

Weak: Responsible for employee training.

Stronger: Developed and delivered a company-wide training program, increasing team productivity by 30%.

It is critical to teach the AI with your quantifiable and nonquantifiable accomplishments.

Step #4: Match Your Experience

AI Prompt:

"AI, compare my resume to this job description and suggest which skills or achievements I should emphasize more."

How to Improve Resume Alignment:

- Highlight transferable skills that match the job description
- Adjust wording to better reflect employer priorities
- Remove outdated or irrelevant content

Step 5: Identify Cultural Fit

AI Prompt:

"AI, analyze the attached job description, information, and [*company*] website to identify key company values, mission, and workplace culture."

Why This Helps:

- Allows you to customize your cover letter and interview responses
- Ensures your application aligns with the company's mission and values
- Helps determine if the company matches your career goals

Step #6: Create a Draft Resume

Why This Matters

A strong resume is more than just a job history—it must clearly communicate your value, align with job descriptions, and pass Applicant Tracking Systems (ATS). AI can help optimize your resume, refine language, and tailor content for each job application.

Key Learning Points:

- Use a tool such as Jobscan or theprofessional.me to do an initial key word match.
- Use AI to optimize your resume and resume summary
- How to ensure your resume is job-specific and impactful
- Use AI to optimize your cover letter

Step 7: Build Resume Summary

AI Prompt:

"AI, rewrite my resume summary to highlight my leadership skills, key achievements, and industry expertise in a compelling way. Please write in the tone of [insert your preferred tone]"

Key Considerations:

- Ensure the tone is consistent with your personal tone
- Make it concise and engaging
- Emphasize achievements instead of listing responsibilities
- Tailor it to the specific role you're applying for

Step 7: Finalizing Your Resume

Why This Matters

A final review of your resume to ensure you are putting your best foot forward.

AI Prompt:

- *“AI please review my resume for grammar, tense consistency, and spelling accuracy, and ensure it is written in the tone of [insert your tone]. Please do not update the document but list the recommended changes.”*

Step 8: Building Draft Cover Letter

1. Find a template(s) that you will use for your cover letters.
2. Prompt: “Please create a draft cover letter in the following the [attached format] for [position]. I have attached the job posting, and [other company information]. Please create a draft cover letter written in the tone of [tone].”
3. Review the draft cover letter and edit in word/
4. Prompt: “Attached is my updated cover letter please review and provide your feedback on this new version.” [reiterate until you are satisfied with cover letter.]

Step 8: Finalize Resume & Cover Letter

Prompt: “Attached is my cover letter and resume. I want to finalize both documents. Please ensure that the two documents are consistent. Please review for grammar, tense, and ensure that they are written in the tone of [tone]. Please review against my generic resume to see if there are any ways to improve either document. Please do not create a new document. Please show me your recommended changes and the reasoning. I will edit the documents outside of the AI.”
[reiterate until satisfied.]

Interviewing and AI

Interviewing is Hard



Process



AI for Interview Preparation

Why This Matters

Preparation is key to acing your interview. AI can help you anticipate questions, practice responses, and refine your delivery to ensure confidence and clarity.

Key Learnings:

- How AI helps predict interview questions
- How to use AI for mock interviews and real-time feedback

AI Interview Materials

Create a folder for each job to which you apply that contains all the information that you can collect.

PERSONAL

Job description

Resume & cover letter

Social media posts

Notes from networking

Notes from previous interviews

COMPANY

Company history, values and mission statement

Financial analysis

Social media posts and analysis

Press releases / Recruiting webpage

Strategic/marketing/operational plans, etc.

LinkedIn profiles of interviewers and relevant leaders

Step 1: Interview Prep

Attach all company information and your resume and cover letter.

Prompt: “Please give me a list of [number] questions, that I can expect to be asked in an [interview type] by [interviewer] of [company name] for the position of [position title].

Review the list to get an idea for expected questions and identify your best stories and answer to these questions.

Step 2: Likely Interview Questions

AI Prompt:

"AI, based on this job description, generate the top 10 interview questions I should prepare for."

Types of Questions AI Can Predict:

- **Behavioral Questions:** *"Tell me about a time when you managed a difficult project."*
- **Technical Questions:** *"How do you approach data analysis in decision-making?"*
- **Company-Specific Questions:** *"What interests you about our mission and culture?"*

Step 3: AI-Powered Interviews

AI Prompt:

"AI, based on this job description, generate the top 10 interview questions I should prepare for."

How This Helps:

- **Refines your storytelling** with clear, concise answers
- **Identifies weak spots** in your responses
- **Improves confidence** by simulating real interview pressure

Step 4 – Prep Practice Interview

Prompt #1: I will have an [interview type] with [interviewer name]. Attached is [interviewer name] LinkedIn profile, articles and social media posts. Attached are my resume, cover letter and LinkedIn profile. Also attached are the job description, company history, mission statement, social media, press releases and [other information].

Step 3 – Practice Interview

Prompt #2: I would like to conduct a practice interview with you as the interviewer [Interviewer name] and I am the interviewee. This is a [interview type] that will last [X minutes]. Please grade and provide feedback after every question. Please rate my answer from F for terrible to A for excellent. Please share strengths and weaknesses of each answer. Please evaluate the tone of my response from the perspective of a [desired tone]. When completed create a table of each question, the grade and highlights of the feedback. Let's begin.

Begin Practice Interview

The AI will start the interview following the last prompt by giving you a written question.

Turn on the mic and give your voice answer.

You will get written feedback after every question. You can tell the AI to ask the question again.

Step 4: AI Response

Grade: B

Strengths:

- Clear, concise summary of experience across nonprofit and for-profit leadership.
- Tone reflects humility and shared credit ("*I should say, our organizations have won...*") — a strong Level 5 leadership trait.
- Mentioning awards across functions (HR, marketing, operations) suggests well-rounded organizational excellence.
- Personal value statement ("*family is far more important than work*") humanizes you and implies good boundary-setting and team culture.

Areas to Improve:

- Structure and flow: It jumps quickly between concepts — leadership style, family values, and awards — without linking them clearly to *the role or organization*.
- Lacks specificity: A recruiter needs to know *what kind of orgs, budgets, team sizes, or missions* you've led — even 1–2 specifics would anchor this intro.
- Opening phrasing ("*Yes, I've been...*") is a bit informal. Try opening with a more direct tone like, "I bring 15 years of nonprofit leadership experience, following an earlier career in executive consulting..."

Additional Prompts

1. You can ask for a specific question(s). For example, how would you answer the “Tell me about yourself?” question for different companies and roles.
2. You can ask for more role specific, company specific, challenging or other questions.
3. You can ask for more challenging questions.
4. You can give it an article on answering a single or multiple interview questions to change the questions it will ask you.

Using AI for Thank You Notes

Create a template for networking and interview thank you notes.

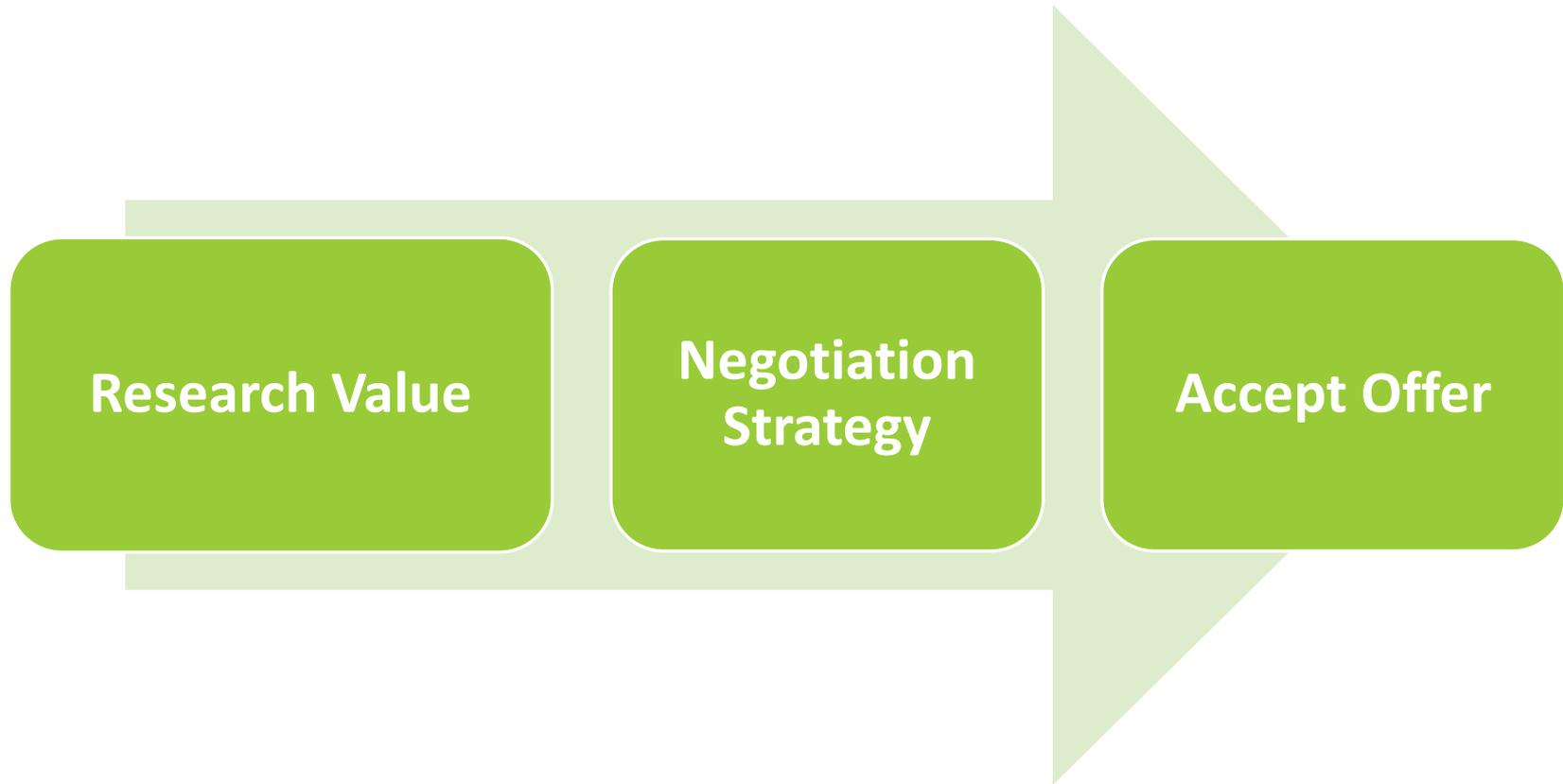
Prompt: “Using the attached template and my notes from my discussion with [person] to create a thank you email.”

Copy and paste the draft message into Word and edit.

Prompt: “Attached is updated thank you letter. Please check for spelling, grammar, tense and ensure the tone is consistent with [tone]. Please do not rewrite the letter but give me your recommended changes. I will update in word. [reiterate until finished]

AI For Offer Negotiation

Process



AI-Powered Salary Research

Check out Payscale, Glassdoor, Levels.fyi, Blind, Indeed, Comparably, US Bureau of Labor Statistics and LinkedIn for pay ranges of similar roles. Place in a document that can be loaded into AI.

Find similar job postings that post in states where salary is required; CA, CO, CT, MD, IL, NV, NY, RI, WA and others.

Prompt: “I have attached the [job posting] with [company]. I have also attached compensation data for similar roles and job postings. Please analyze this job posting and provide the expected pay range, including the reasoning behind your response.”

Using

- 1. Define and Quantify Your Business Value:** We'll identify and clearly articulate how your work drives revenue, reduces costs, or delivers measurable strategic impact.
- 2. Craft a Confident, Data-Driven Ask:** I'll help you develop a concise, respectful script to request higher compensation based on your value and market norms.
- 3. Leverage Compensation Data:** We'll use salary benchmarks, peer comparisons, and company-specific data to anchor your ask in credible market evidence.
- 4. Consider the Total Package:** We'll explore other negotiable components—like equity, bonuses, and professional development—that can increase total value even if salary is fixed.
- 5. Practice a Polished Delivery:** Through mock negotiations, you'll practice delivering your ask with confidence, professionalism, and strategic calm.

AI-Assisted Negotiation Strategy

Share your compensation research.

Prompt: “Attached is my offer letter and compensation information for similar positions in other organizations. Please review my offer and suggest opportunities to increase the total value of the offer. Please explain your reasoning.”

Prompt: “Please generate a script in the tone of a [tone] for a conversation with [hiring manager or HR] to increase the value of my offer.

Next Steps

1. Choose One AI Tool to Practice This Week

- Example: ChatGPT, Claude, Gemini, or Perplexity.

2. Create Your First Custom Prompt

- Example: Build a networking message, self reflection, or job search calendar.

3. Train AI with Your Story

- Upload key details: your resume, goals, and preferred roles.

4. Set a Weekly Reflection Ritual

- 15 minutes to review wins, challenges, and adjustments.

5. Involve Your Support Network

- Identify a mentor, peer, or family member to share your journey with.

“AI won’t replace you. But knowing how to use it will set you apart.”

- Scott Galloway.

APPENDIX

USEFUL RESOURCES

AI Tool Summary

ChatGPT

Content Generation and Versatility: Generates high-quality content across various formats, from writing articles to creating code.

Larger User Base and Adoption: Widely recognized for its impact on business operations, enhancing productivity and customer interaction.

Claude

Conversational Capabilities and Code Generation: Ideal for coding tasks and problem-solving with models like Haiku, Sonnet, and Opus.

Advanced Reasoning and Vision Analysis: Performs complex cognitive tasks beyond simple text generation.

AI Tool Summary (cont'd)

Copilot

Seamless Integration with Microsoft Ecosystem: Enhances productivity across applications like Word, Excel and Teams.

Advanced Automation and AI-Powered Efficiency: Offers automation capabilities, including autonomous agents for real-time actions.

Gemini

Reasoning and Explanation Capabilities: Provides detailed explanations and reasoning for its answers, remembering context.

Multimodal Interaction: Supports interaction through text, photos, and videos.

AI Tool Summary (cont'd)

Perplexity

Real-Time Data Analysis and Decision-Making: Processes vast amounts of data quickly to enhance decision-making accuracy.

Personalized User Experiences and Automation: Crafts personalized experiences by analyzing user behaviors and automating routine tasks.

Mid-Journey

High-Quality Image Generation: Produces detailed and stylistically diverse images, highly regarded in digital art and design, with excellent resolution options.

Collaborative Community and Customization Tools Offers seamless integration with Discord, providing a collaborative environment and extensive editing tools for fine-tuning generated images.

AI Experts to Follow

Bruce Bixler

Conor Grennan

Laura Close

Meghan M. Biro

Steve Boese

Andrew Ng

Bernard Marr