

Using AI for Resume Writing

For those of you who know me, computer literacy is not one of my strengths. It doesn't take much for me to screw it up. I count my blessings for the Geek Squad. They have bailed me out of more jams than I can count. So, here I am writing this article about AI – artificial intelligence. I found a saving grace.

A week or so ago, I watched the MOAA webinar entitled “How Generative AI Can Help You Land Your Job.” Francis Q. “France” Hoang, the cofounder of Boodle AI and a graduate of the US Military Academy, facilitated the most fantastic webinar that I have attended in a long time. I'm not going to go into great detail because I want you to check it out on www.moaa.org. You can find it with other transition resources. However, here are highlights.

- AI is the next step to creating a resume – HOWEVER it is only useful for about 80% of the content. You need to personalize and tailor for the best results.
- You can also use it to create your LinkedIn (LI) profile.
- You need to develop a list of questions to ask AI so that it knows what information to build into the resume or LI profile. You're basically giving it instructions about what to include.
- AI is very good at removing military jargon (remember to give it that instruction).
- You can ask AI for a list of potential careers. (This is not like one of those surveys that you complete that tell you to be an artist.)
- Talk to AI like you are talking to a colleague. Provide personal likes and dislikes, etc. so that it gets to know you.
- AI can help generate cover letters too.

From this webinar, you will find that there is a long list of all of the stuff that AI can help you with for the job search. AI is this force multiplier for your job search. As always, it's only as good as the information that you give it. However, this is the next step to using technology to improve your job search.

MOAA and the Alamo Chapter are here to help you in this process. Don't hesitate to reach out to David Patrick or me for assistance. Best wishes in your search.

Kitty

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