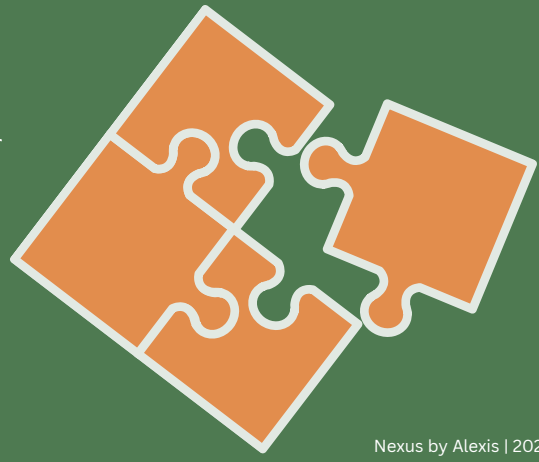


Leveraging AI in your Job Search



Nexus by Alexis | 2025



AI Essentials

Artificial Intelligence (AI) has significant benefits for your job search. You can save time by leveraging AI to help you research, and to tailor your resume, cover letters, and LinkedIn profile to specific roles. It can also suggest jobs that match your skills and prepare you for interviews with practice questions and feedback. **The trick to making the best use of AI is to be specific and create guidelines you want AI to follow.**

Here are a few best practices:

- **Have clear goals at the onset.** Remember: Garbage in = Garbage out.
- **Don't depend on AI to create on its own.** It will show. It should be used as a tool. Think of it as your research assistant.
- **Review and check everything AI produces.** This is especially important when doing company research.
- **Protect your personal information.** Do not upload anything you wouldn't want the tool to have access to.
- **Always incorporate your own voice.** Use AI to provide you drafts or summarize something you'll put into your own words. Never copy/paste and send anything produced only by AI.
- **Use your prompts in different LLMs** (ChatGPT, Claude, Perplexity, etc) **to test** which you like best.

Below are a few prompts for different scenarios to help in your job search.

AI Prompts:

For Company Research:

I'm preparing for an interview with [Company Name] for a [Job Title] position. Please help me research this company by providing:

- Company overview: What does this company do, what are their main products/services, and what's their business model?
- Recent developments: What significant news, product launches, partnerships, or changes have happened in the last 6-12 months?
- Market position: Who are their main competitors and how do they differentiate themselves in the market?
- Company culture and values: What do they emphasize in terms of workplace culture, mission, and core values?
- Financial health: Is this a publicly traded company? If so, how have they been performing financially? Summarize their last earnings report. If they are not public, what stage are they and how much money have they raised?
- Growth areas and challenges: What opportunities and obstacles is the company currently facing?
- Leadership: Who are the key executives and what are their backgrounds?
- Location(s): Where are their hub offices located?

Please focus on information that would be relevant for someone interviewing for a [Job Title] role, and suggest 3-5 thoughtful questions I could ask during the interview based on this research.

For Target Company Research:

I'm targeting [ENTER INDUSTRY] companies in [LIST CITIES]. List 5 companies per city, include what they do, recent projects, and the company culture based on their public profiles.

For Resume Review:

With a sample job description:

I'm applying for [Job Title] positions in [Industry]. Here's my current resume: [paste resume]. And here's a job description I'm targeting: [paste job description]. Please help me optimize my resume by: identifying gaps between my experience and the job requirements, suggesting stronger action verbs and quantifiable achievements, recommending skills or keywords to emphasize, and rewriting 2-3 bullet points to better match this role.

Applying for a Specific Company and Role:

Analyze the attached job description (attach PDF), any public writing or POV pieces from the hiring manager ([NAME HERE]), and recent news or press about [COMPANY NAME].

Tell me:

- The key traits and skills they're likely looking for
- The business problems this role is designed to solve
- Anything I can use to stand out in my application

Then review my attached resume (attach PDF) and suggest edits or additions that would better position me for this specific role.

To write a Cover Letter:

Write a compelling cover letter for this [Job Title] position at [Company Name]. Here's the job description: [paste description]. Here are my key qualifications: [list 3-4 relevant experiences/skills]. The cover letter should be professional but personable, demonstrate genuine interest in the company, highlight how my background solves their specific needs, and include a strong opening and closing. Keep it under 300 words.

To enhance your LinkedIn Profile:

Help me optimize my LinkedIn profile for [Target Role/Industry]. Here's my current summary: [paste summary]. Review and improve my headline, summary, and experience descriptions to: include relevant keywords recruiters search for, showcase measurable achievements, tell a cohesive career story, and position me as an ideal candidate for [specific types of roles]. Also suggest 5 relevant skills I should add to my skills section.

For Network Outreach:

Option A

Write a concise outreach email to a [UNIVERSITY ALUM OR INDIVIDUAL] working in [INDUSTRY and TITLE] at [COMPANY NAME]. Make it specific, respectful of time, genuine, and curious about their career journey.

Option B

I'm looking for [Job Title] opportunities in [Industry/Location]. Help me write 3 different networking outreach messages: one for LinkedIn connections who work at companies I'm interested in, one for alumni from my school in my target field, and one for following up after meeting someone at a networking event. Each message should be personalized, concise, value-focused rather than asking for favors directly, and include a clear but soft call-to-action.

For Interview Prep:

I have an interview for [Job Title] at [Company Name] tomorrow. Help me prepare by: creating 10 likely interview questions for this role, providing strong sample answers using the STAR method for behavioral questions, suggesting 5 thoughtful questions I should ask the interviewer, identifying potential concerns about my background and how to address them, and giving me 3 key points I should definitely communicate during the interview.

What to schedule a 1:1 session?

Let's chat!

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