



Artificial Intelligence & Your Job Search: Checklist

1. Optimize Your Resume for AI (ATS Systems)

- ☐ Use standard fonts (Arial, Calibri, Times New Roman)
 - ☐ Save as .docx (PDF only if accepted)
 - ☐ Avoid text boxes, tables, or graphics for critical info
 - ☐ Use clear section headings: Summary, Skills, Experience, Education
 - ☐ Include keywords directly from the job description
 - ☐ Spell out acronyms at least once
 - ☐ Use bullet points with action verbs and quantify results
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2. Leverage AI Tools in Your Job Search

- ☐ Use AI-powered job boards (LinkedIn, Indeed) to match opportunities
 - ☐ Try AI resume scanners (Jobscan, Resumeworded) for ATS compatibility
 - ☐ Practice with AI interview prep tools (Google Interview Warmup, Yoodli)
 - ☐ Use AI career advisors (like ChatGPT) to brainstorm job strategies
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3. Stand Out in an AI-Driven Market

- ☐ Build a personal brand online (LinkedIn profile, About section, posts)
 - ☐ Highlight unique human skills: leadership, creativity, adaptability
 - ☐ Showcase AI familiarity if relevant (prompt engineering, analytics)
 - ☐ Include examples of using tech to solve problems or boost efficiency
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4. Job Applications & AI Filters

- ☐ Tailor each resume to the job description
- ☐ Mirror job posting language exactly for skills and certifications
- ☐ Avoid fluff words (e.g., hardworking, dynamic) and replace with achievements
- ☐ Ensure formatting is ATS-friendly

5. Preparing for AI in Hiring Processes

- ☐ Be ready for video interviews analyzed by AI (tone, word choice, eye contact)
- ☐ Practice structured answers using the STAR method
- ☐ Check your digital footprint (social media presence)
- ☐ Prepare clear, concise examples of achievements

6. Smart Networking in the AI Era

- ☐ Use LinkedIn's AI job matching features
- ☐ Personalize connection requests and messages
- ☐ Attend online webinars, networking groups, and events
- ☐ Remember: relationships beat algorithms

7. Ongoing Career Growth

- ☐ Stay updated with AI trends in your field
- ☐ Take online courses (Coursera, Udemy, LinkedIn Learning)
- ☐ Showcase continuous learning on LinkedIn and your resume
- ☐ Create a portfolio or blog to demonstrate thought leadership