

## AI Application Letter Critique

### Background Info:

Artificial intelligence (AI) can help you generate ideas to help you write more effectively. One way to use AI for employment materials/preparation is to have an AI service review and improve your application letter.

### Instructions:

For this activity, you will complete the following steps:

**Step 1:** Write a draft of your job application letter (using the resources listed on the course schedule). NOTE: This is not a rough draft; this should be a solid draft that you think is ready to send to employers.

**Step 2:** Sign into an AI service, such as ChatGPT. In the "send a message" (or text box), complete the following:

1. Type: "You are an HR representative hiring an entry-level employee. Review the following application letter and list 5 ways it can be improved. Here is the letter:"
2. After the words, "Here is the letter:" paste the text from the job application letter draft that you created before beginning this activity. Click the arrow to submit the request and initiate the AI generation.
3. After the AI generates its response, type the following in the "send a message" (or text box): "Based on those improvements, draft a better application letter using the information from the original letter." Click the arrow to submit the request and initiate the AI generation.
4. After the AI generates its response, type the following in the "send a message" (or text box): "Now draft a letter that includes specific examples or supporting details." Click the arrow to submit the request and initiate the AI generation.
5. Copy and paste the entire AI interaction/responses into a Word document.

### Submission Requirements:

To receive credit for the assignment you will upload two files:

1. A Word document that displays the entire AI interaction/responses.
2. A Word document that is 150-250 words long answering ALL of the following:
  - How are the AI letters different from your original? Give a few specific examples?
  - Which letter do you think would work best when applying for position? Why?
  - Which letter do you think would be least effective? Why?
  - What are some other ways you think AI can help you prepare your job application materials and improve your job search process?