Background:

It's tempting to create a resume that you use to apply for numerous job openings. However, each job posting includes subtle but unique requirements or elements that applicants must match in order to successfully apply. This activity uses artificial intelligence (AI) to analyze how your resume's content compares to a specific job posting as well as make necessary edits/additions to optimize it.

Instructions:

Use the following steps to analyze your resume using AI (e.g., ChatGPT):

1. Find an entry-level job opening that is directly related to your major/career. You can find the job opening on services like Handshake, Indeed, LinkedIn, Monster, etc. IMPORTANT: The job opening should be the exact type of job you plan to work in after graduating. So, don't choose a position that requires more experience or skills than you'll have as a new graduate.
2. Sign into an AI service, such as ChatGPT.
3. In the "send a message" (or text box), type: "Compare the following job description with the following resume and list 10 strengths and 10 weaknesses of the resume for the job description. Here is the job description: [*paste the description from the job opening you found for Step 1*] and here is the resume [*paste the text from your resume*]" Click the arrow to submit the request and initiate the AI generation.
4. Copy and paste the entire AI interaction/responses into a Word document.

Submission Requirements:

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

1. A Word document featuring the AI interaction/responses.
2. A Word document with 150-250 words addressing all of the following:

   - Describe 4 ways you plan to revise/improve your resume content.
   - Describe new 3 skills/experiences that you want to obtain during your time in college, so you can add them to your resume and make sure you are competitive.