

AI Personal Summary Generator

Background Info:

Artificial intelligence (AI) can help you generate ideas or formulate varying perspectives. One way to use AI for employment materials/preparation is to have an AI service review your resume or profile to generate different ways of positioning your experience, educations, skills, etc. For example, you can use AI to generate a professional summary that can be used on your resume or LinkedIn profile.

Instructions:

For this activity, you will complete the following steps:

Step 1: Thoroughly complete your LinkedIn profile. Then, when viewing your profile page:

- Click the "more" button that appears below your name.
- Select "build a resume" from the dropdown list.
- When the pop-up screen appears, choose "create from profile" and give the new resume a name.
- When the resume is generated, highlight the text from the resume and paste the text into a Word document to save it.
- If your profile already includes a summary section, delete that text.

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

1. Type: "Use the following resume to write a personal summary statement for a [type your own job title here, such as accountant or social media marketing] job description. Here is the resume:"
2. After the words, "here is the resume:" paste the text from your resume that LinkedIn generated from your profile. You should simply copy-and-paste the text you put into a Word document during Step 1 (above). IMPORTANT: If your profile already includes a summary section, delete that text. Click the arrow to submit the request and initiate the AI generation.
3. After the AI generates the personal summary, type the following in the "send a message" (or text box): "Write another 75-word version of the personal summary focusing more on my skills." Click the arrow to submit the request and initiate the AI generation.
4. After the AI generates the personal summary, type the following in the "send a message" (or text box): "Write another 75-word version of the personal summary focusing more on my accomplishments." Click the arrow to submit the request and initiate the AI generation.
5. After the AI generates the personal summary, type the following in the "send a message" (or text box): "Write another 75-word version of the personal summary focusing more on my previous positions or jobs." Click the arrow to submit the request and initiate the AI generation.
6. After the AI generates the personal summary, type the following in the "send a message" (or text box): "Write another 75-word version of the personal summary focusing more on my education and training." Click the arrow to submit the request and initiate the AI generation.

7. Copy and paste the entire AI interaction/responses (with all 5 versions of the summary) 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 (with all 5 versions of the summary).
2. A Word document that is 150-250 words long answering ALL of the following:
 - How are the personal statements different? Give a few specific examples?
 - Which personal statement do you like best? Why? Which one do you like least? Why?
 - If you were to combine two of the personal statements together which two would you choose and why?
 - What are some other ways you think AI can help you prepare your job application materials and improve your job search process?