Job hunting

AI can help you create a digital CV, complete online job applications, and navigate training courses in plain English.

Use the following prompts to get suggestions on online applications, CVs, and learning new skills:

- How do I write a CV using an online template?
- Help me answer a question on an online job application.
- What do terms in job adverts mean?
- How do I upload my CV to a job website?
- Explain this online course instruction step by step.

The results might be what you need, but they won't be personal to your background, the specific job, or the course you are taking.

You can add more detail to the prompt to improve the result. For example, your past work experience, the type of job you want, or the specific words or instructions you find confusing. **Never share sensitive personal information like your home address, date of birth, or National Insurance number.**

Try using the following prompts and compare the results to the previous ones.

- I have worked in a warehouse for 10 years and I am applying for an entry-level office job online. Help me turn my practical experience into 4 clear bullet points for my CV.
- An online job application asks: "Give an example of when you handled a difficult situation at work." Help me outline a simple answer using my experience resolving a delivery issue.
- I'm reading an online job advert and don't understand requirements like 'CRM experience' and 'proficiency in MS 365'. Explain what these mean in simple, plain English.
- I am trying to complete an online computer skills course, but I don't understand terms like 'uploading an attachment' and 'browser extension'. Explain these simply, step by step.
- I need to write a short 3-sentence personal statement for an online job profile explaining that I am reliable, practical, and eager to learn digital skills. Draft a simple version for me.

Try making changes to the prompts and see how they affect the suggestions.