Sigma Chi
CAREER ADVANTAGE

USING AI FOR CAREER DEVELOPMENT

DO:

- Get help tailoring application materials to specific roles and industries
- Analyze job descriptions and company values to align your messaging
- Practice interview responses with AI-powered mock interview tools like ParrotPrep, Career.io, and FinalRound
- Identify in-demand skills and educational requirements for your field
- Use tutors like ChatGPT, Khanmigo, etc. to learn new concepts or software
- Automate repetitive tasks like scheduling, meeting summaries, and data entry
- Stay updated on trends by asking AI to summarize industry news
- Research companies and people before interviews or networking events
- Get feedback on drafting personalized messages for outreach
- Confirm information, including resume advice and interviewing techniques, given by AI with trusted professionals in your network, like university career center professionals, colleagues, or Sigma Chi connections

DON'T:

- Copy and paste without editing - always personalize and be aware applicant tracking systems (ATS) and other platforms are being developed that can sort out AI-generated content
- Use AI as the final, true source for information - verify from other industry specific, trusted sources or company websites
- Rely solely and singularly on AI for direction - it lacks context about your personality, passions, values, and life goals; the more information you can feed it, the better
- Neglect human feedback - balance AI insights with mentorship, peer advice, and professional coaching
- Use AI as an excuse to procrastinate or put in minimal effort on career initiatives - the more intention and time you put into the process, the better your outcomes will be
- Be afraid to explore emerging AI tools - this is becoming a highly valuable skill for employers

TREAT AI AS A COLLABORATOR, NOT A CRUTCH: SMART PROFESSIONALS USE AI TO ENHANCE, NOT REPLACE, THEIR SKILLS, CREATIVITY, AND DECISION-MAKING. THINK OF IT AS YOUR ALWAYS-ON CAREER CO-PILOT. AI CAN PROVIDE THE FRAMEWORK, BUT IT SHOULDN'T BE YOUR FINISHED PRODUCT!