



Using AI in your application?

Here's how to get it right.

AI tools like ChatGPT can be invaluable during your job search. They can help you write applications, enhance your CV, and even prepare for interviews.

We think it's a great way of helping people at any stage of their career to find inspiration and refine their language. We also recognise how valuable this support can be for candidates who might find the job search difficult, or who face additional barriers during recruitment processes.

Even though it has some great benefits, it can also get in the way of your application being successful.

So, if you do choose to use AI in your application, **we'd like to help**. In this guide, we've highlighted some of the common pitfalls that could impact your success, as well as some important considerations about intellectual property and bias, so that you can use AI effectively while making sure your strengths can shine.

5 Tips for Using AI in your Job Application

1. **Personalisation is key:** While AI can help you create a good 'first draft', plan or structure, it's essential to personalise your application. Tailor the content to reflect **your** experiences, skills, and personality. It's an opportunity to tell us how **your** values align with ours, and what you bring that's unique.
2. **Proofread and edit:** AI-generated text can sometimes include irrelevant phrases, random emojis, or even inaccurate information. Always proofread and edit the content to make sure it's saying what you want it to. If you can, ask someone else to proofread it for you too.
3. **Avoid Direct Copying:** Do not copy and paste AI-generated answers directly into your application. Use the content as a foundation or for inspiration, but make it your own.
4. **Check for Repetition:** Imagine that several candidates for the same role are all using the same AI tool. It's highly unlikely that you'll get a unique response. This can result in several candidates including the exact same phrases in their answers. Avoid direct copying and try to make sure that each sentence is unique to you.
5. **Be Aware of Prompts:** Sometimes, AI responses include extra text like *"Sure, here is an answer you can use."* Make sure to remove any prompts that might accidentally get included.

Watch out for . . .

1. **Intellectual Property:** AI tools generate content based on vast amounts of data, which can sometimes include copyrighted material. Ensure your application content is original and does not infringe on any intellectual property rights. You should also be careful about what you share with AI tools, as it could be used to generate responses for others.
2. **Bias in AI:** AI systems can reflect biases present in the data they were trained on, and are therefore known to reflect biases in society. Be critical of generated content, especially when it relates to topics such as diversity, inclusion and lived experience. Take the time to make sure that your application is fair, unbiased, and inclusive, and that you carry out extra research to 'test' any responses.
3. **Authenticity:** Your application is your 'shop window'. It's the first impression a recruiter will have of you, and an important opportunity to demonstrate your uniqueness. Relying too much on AI can make your application feel impersonal. Help us get to know you – not just your prompt-writing skills.

Final thoughts

Using AI tools can enhance your job application process, but it's important to use them thoughtfully.

We look forward to reading your application and learning about the unique strengths you'll bring to the Guild!