



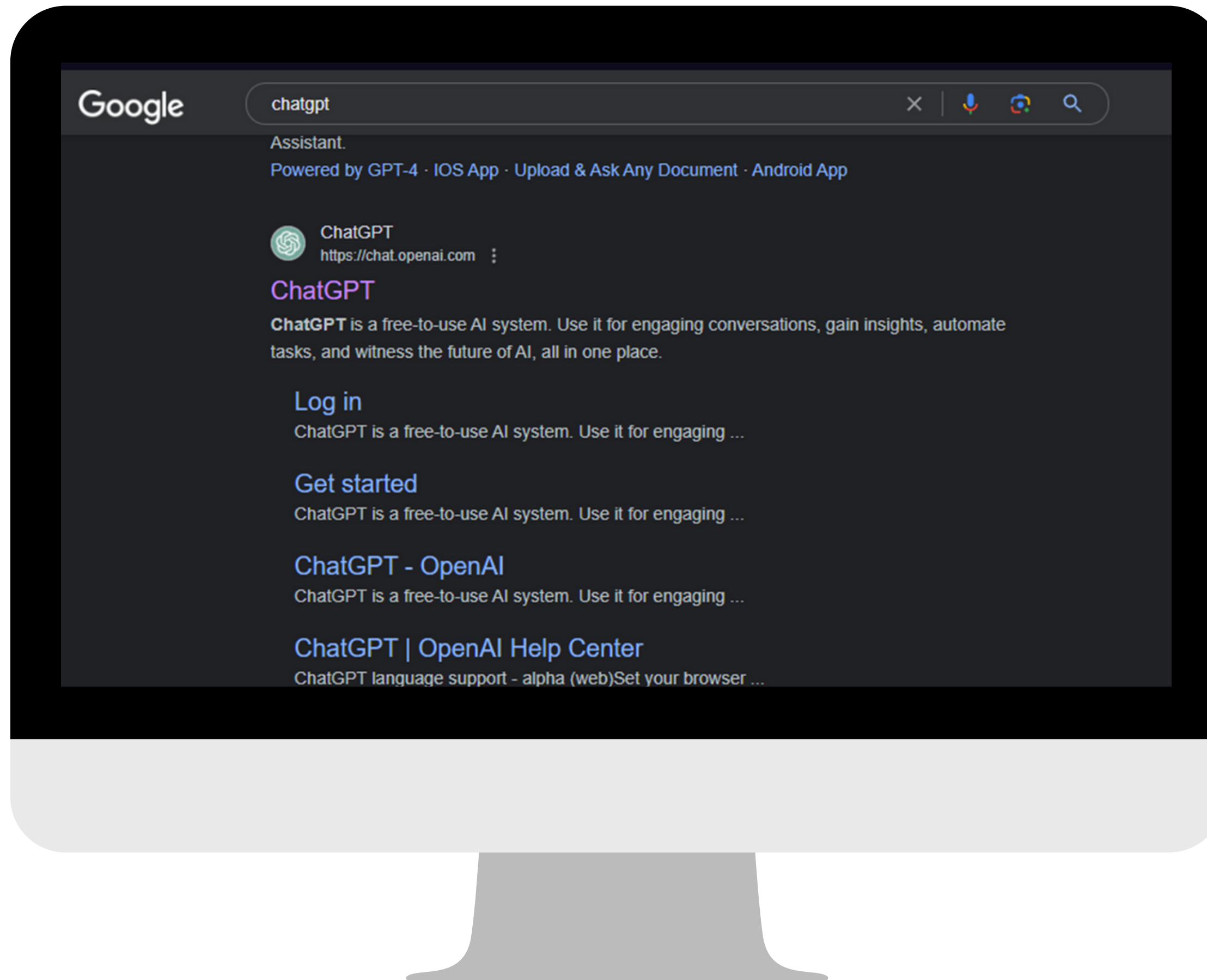
Employability & applying for work - using AI

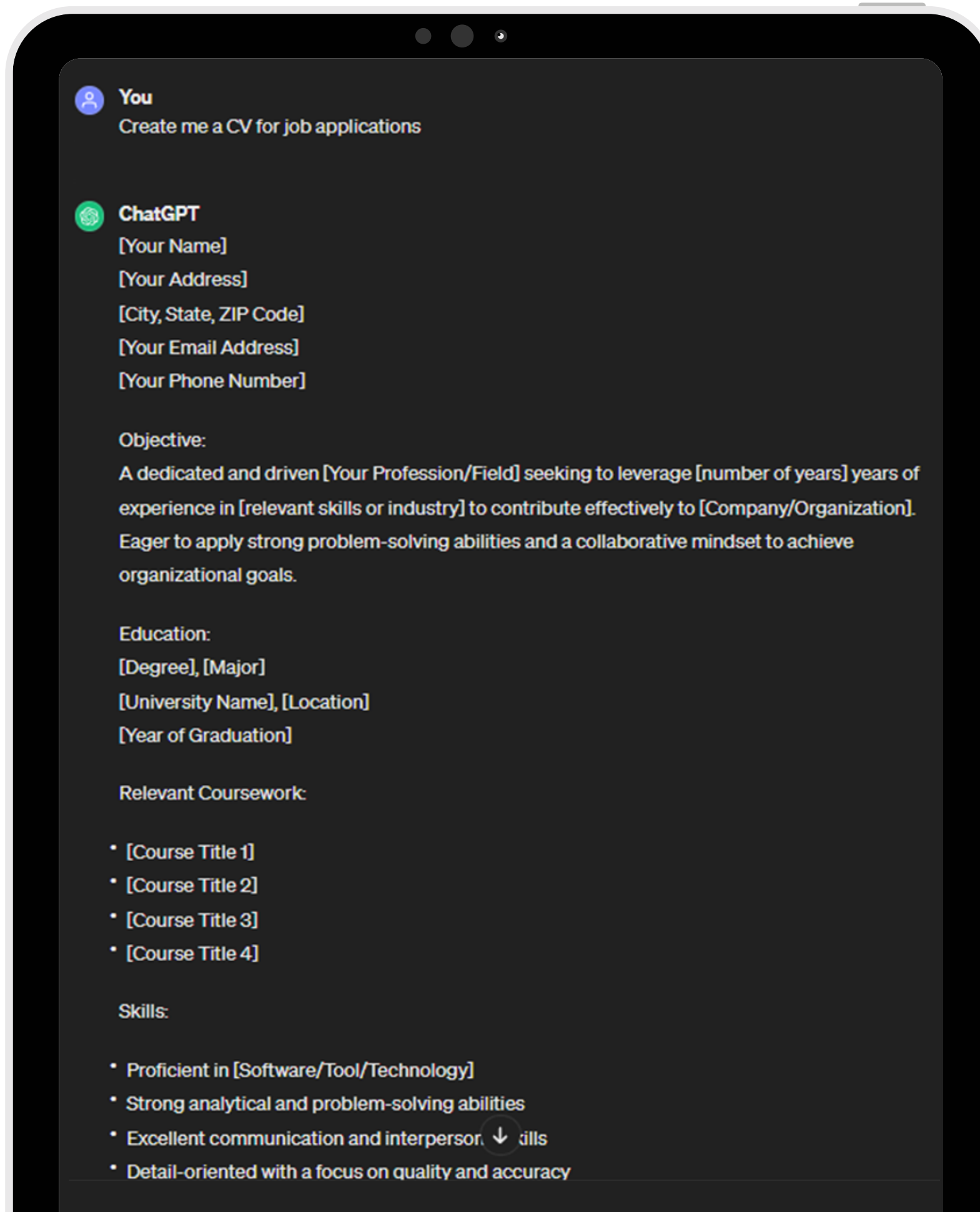
Creating Documents



- There are a few documents you may need in life and a few things you would do on a day to day basis.
- CV & Cover Letter
- Professional letters/emails
- Will

Sometimes these can be hard to create on your own, so we are going through how to use AI assistance to help you with difficult situations for each of these. We will also be providing you with a template and some examples

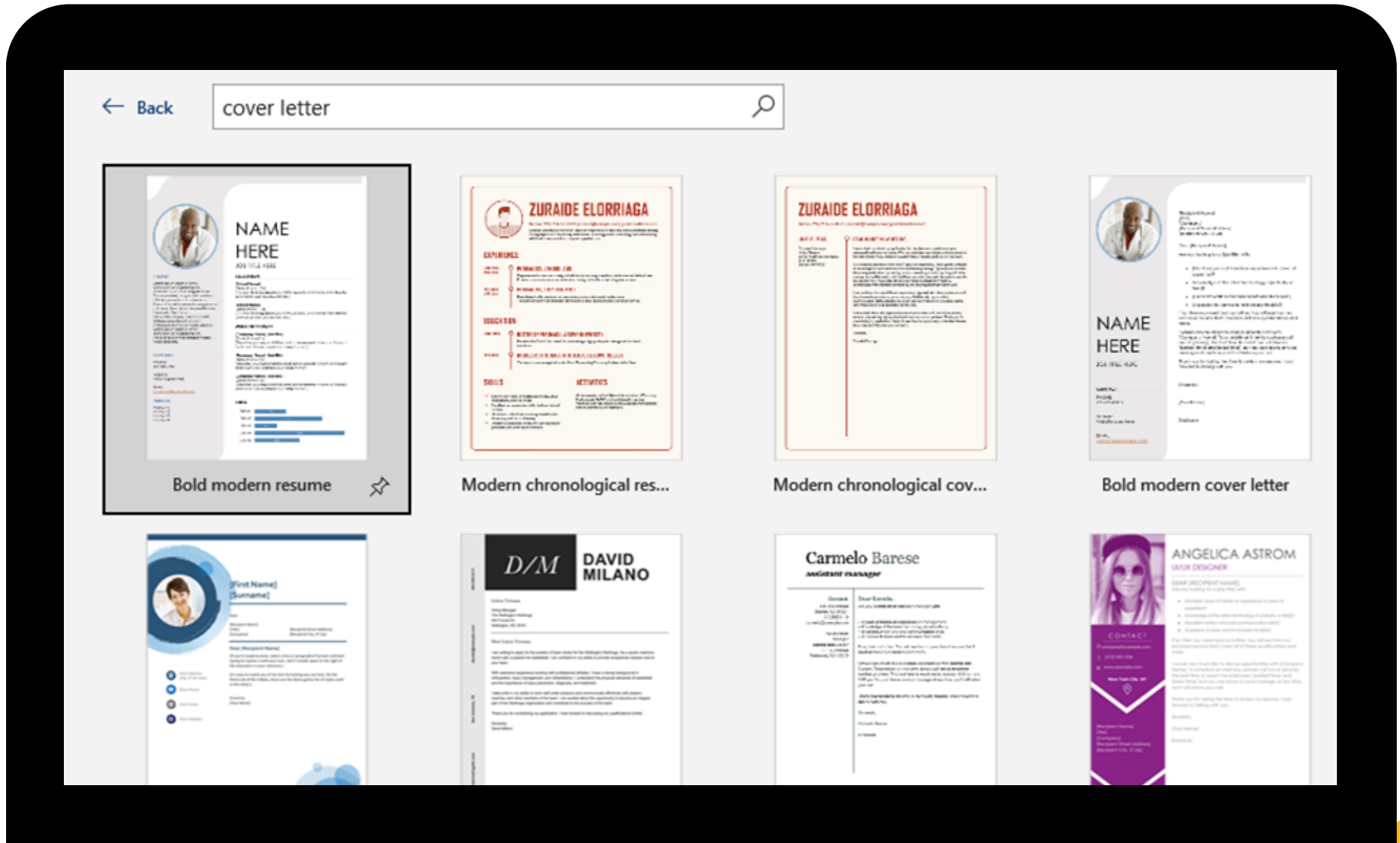
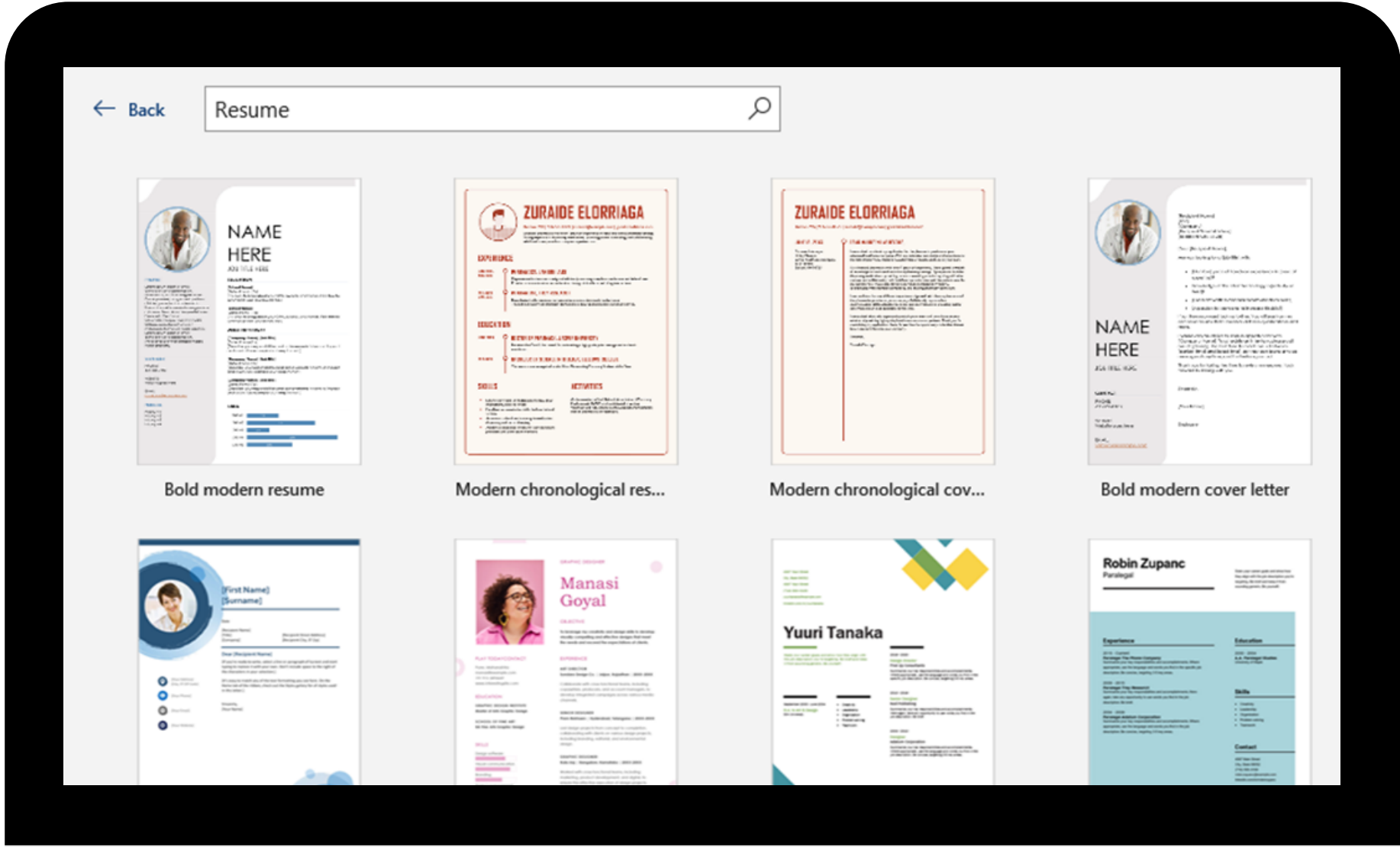


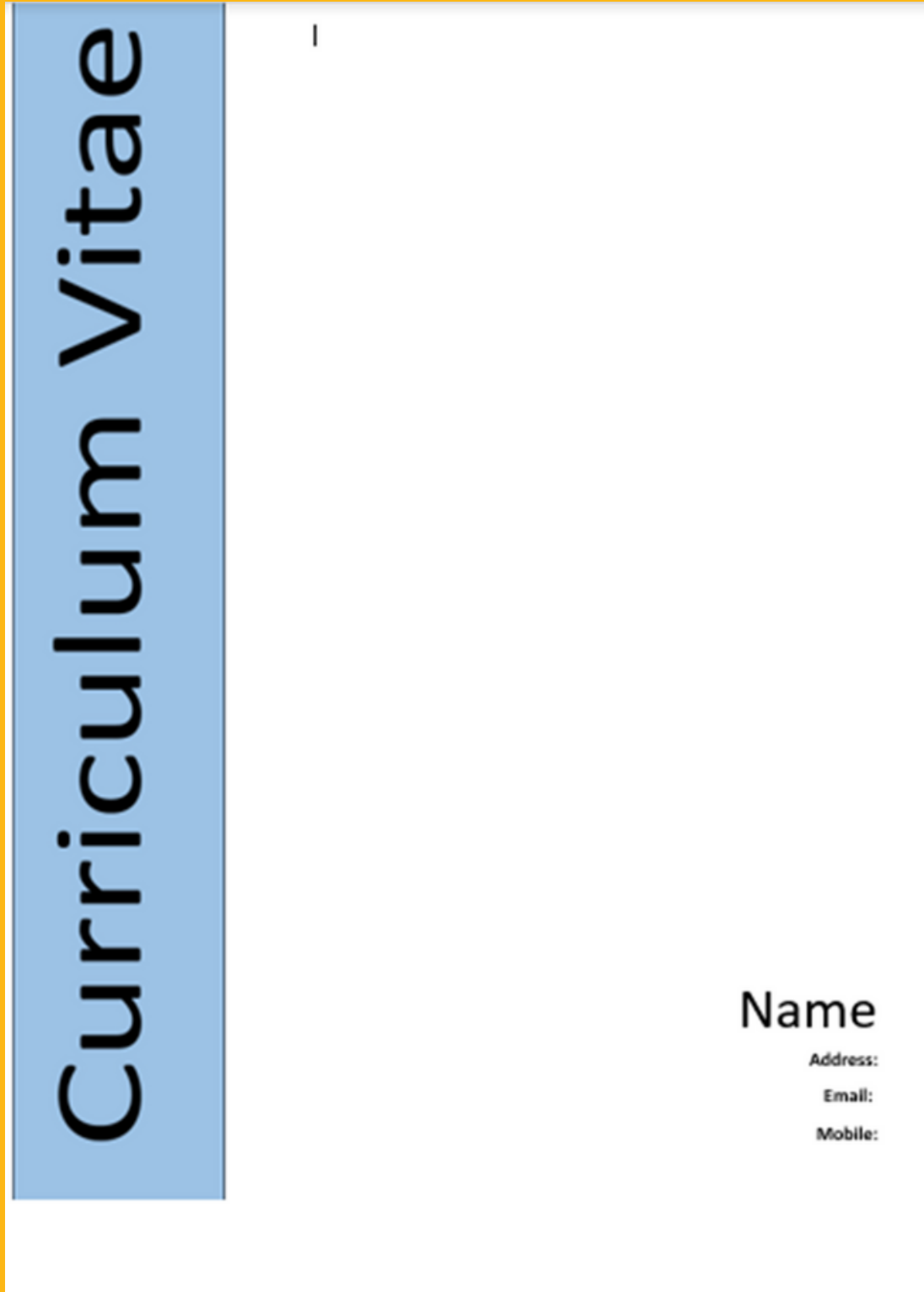


CV & AI assistance

- AI is a powerful tool, a CV is necessary to applying for jobs and something you need.
- We have provided a CV template for you to use, but you can also use AI to help not only answer and fill the template, but to create you own. Here is an example picture showing some of what it provided.

Word has some available to you





CV

- Now it may provide you with what you need, but making it look good is up to you. You need to make sure that it looks professional, so whether you google some examples or use our template.
- Do not rely on AI to do every little bit for you. Make sure to make changes yourself.
- If you aren't happy with the ones on Word, we have provided one for you.

PROFESSIONAL PROFILE

List what you believe are your best characteristics and abilities that you would show in a professional workplace.

E.g.

I work hard

Willing to try new things

Support those around me

Help others to achieve their potential

Get the job done no matter what

Professional

Able to adapt to the situation

- As you go through each part, we have placed text in red to help you to fill it out as seen in the picture to the left.
- Once you have done this yourself, you can use AI to help you fill out the rest and make changes yourself as you see fit. Make sure you are specific and tell the AI what you want and give the examples, as seen in the image to the right once again.



You

write me a professional profile using the following information.

I work hard

Willing to try new things

Support those around me

Help others to achieve their potential

Get the job done no matter what

Professional

Able to adapt to the situation



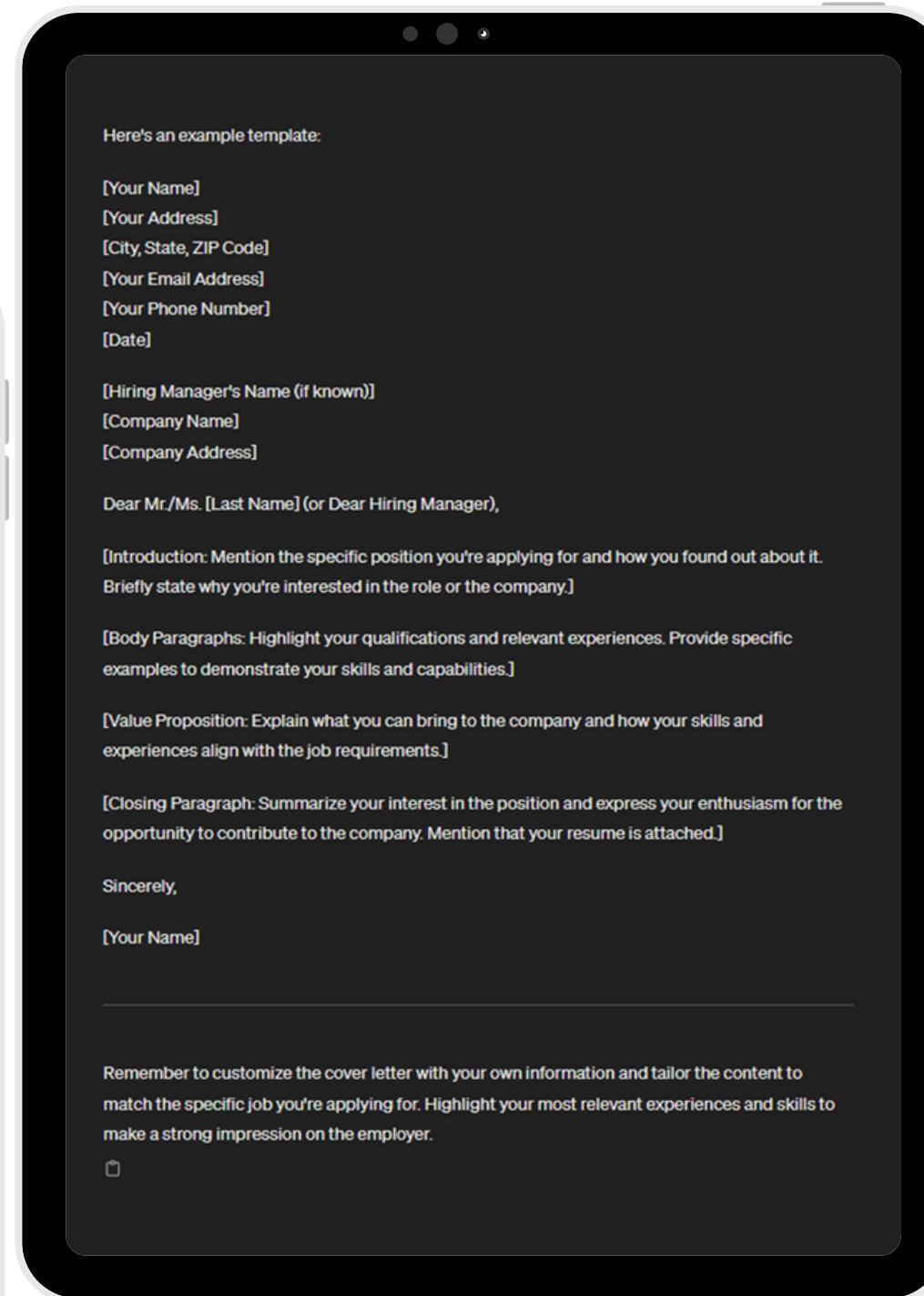
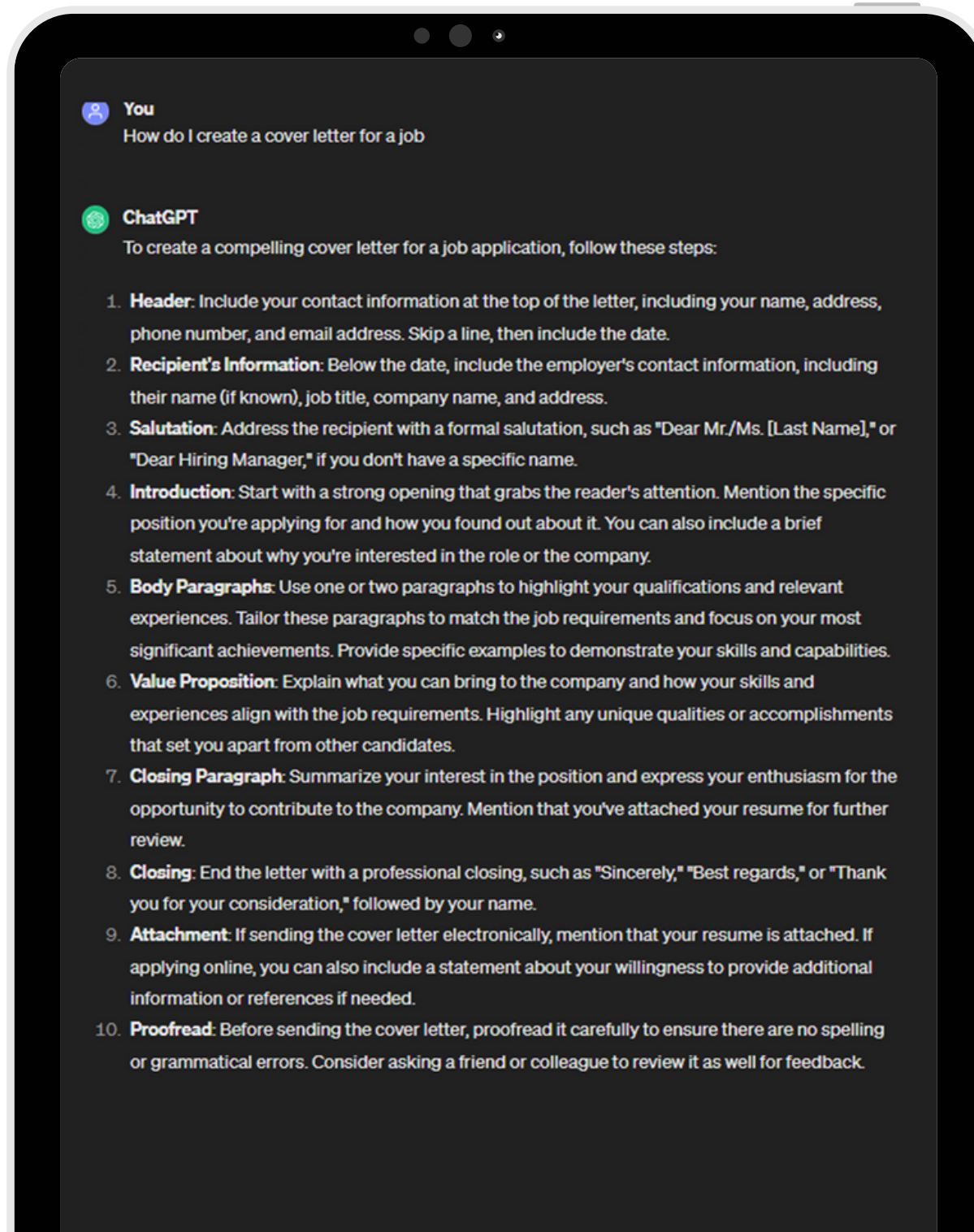
ChatGPT

Professional Profile:

A dedicated and driven professional with a strong work ethic and a commitment to excellence. I thrive in dynamic environments where I can leverage my ability to work hard and embrace new challenges. Known for my unwavering support for colleagues and willingness to assist others in reaching their full potential, I actively contribute to team success. I approach tasks with a proactive mindset, ensuring that objectives are achieved efficiently and effectively. With a focus on professionalism and adaptability, I am adept at navigating various situations to deliver optimal results. Committed to getting the job done, I bring a blend of resilience, versatility, and a solution-oriented approach to every endeavor.



- Anything you may need; AI can assist you with. But as we have stated, do not always trust it fully. Make sure to proofread, see if it sounds like you and that you understand what it has used. It is a useful tool but cannot always fully do the job for you.
- Have a go with it, understand how it works and use it to your advantage.

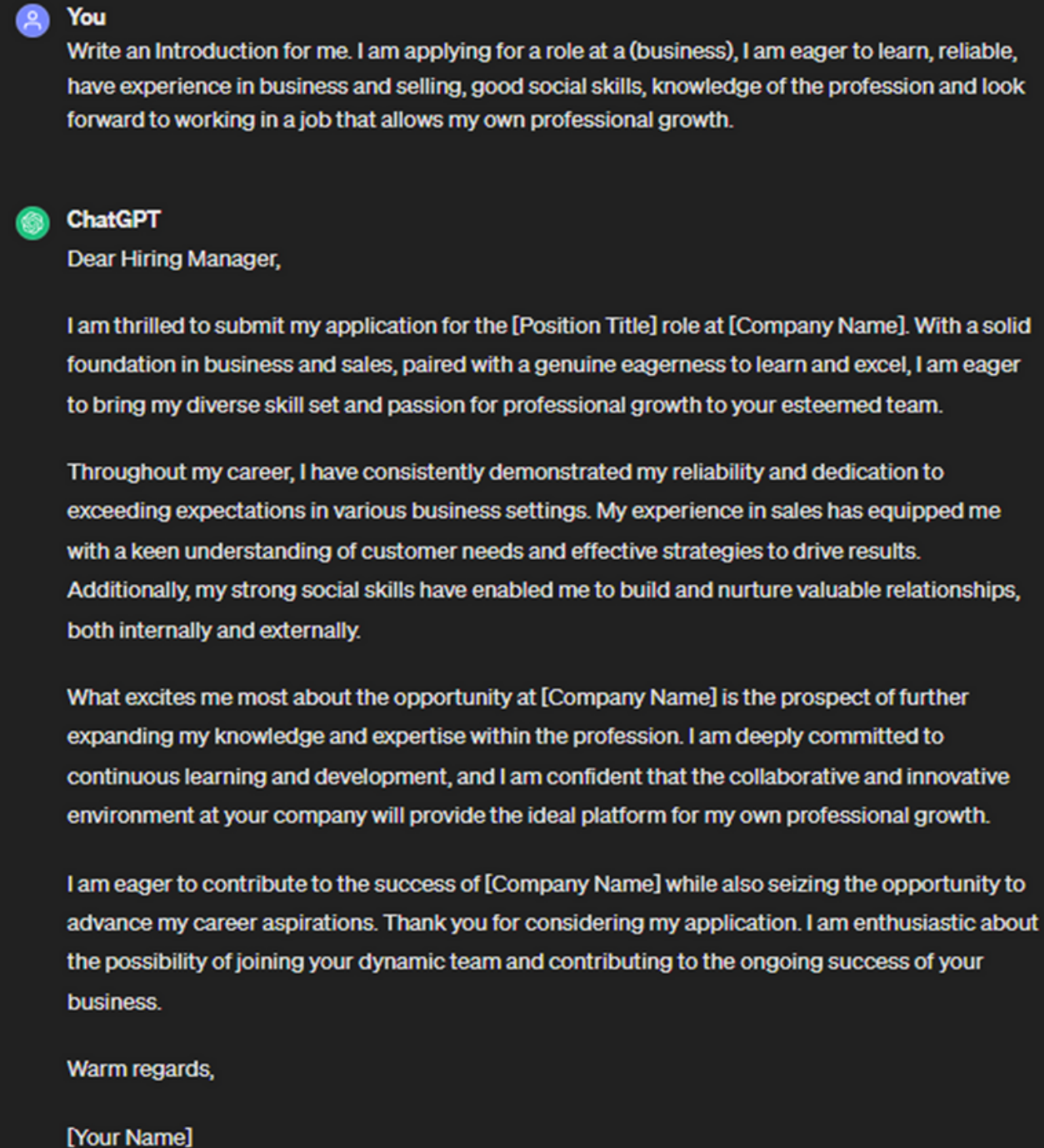


Cover Letter

- A Cover letter is important and goes with your CV
- This is a specific letter that you write to your potential employer, giving them a bit more information regarding yourself and discussing a few points.
- Once again we have provided an example, but AI can also assist you here as well.

If you follow the template we have provided or do your own, you can use AI to help fill in the gaps. We have provided some examples from the Cover Letter template that showcases how it can be done.

As stated before, AI is not perfect. I was only looking for a starting part of my letter. So roughly 50-100 words. But this has given me a whole letter. That is ok though, I will take and choose what I like out of this, put it together, change some of the words to my own and I will have my Introduction. It has made my life easier as I can use the information it has provided to create my own Introduction.



You
Write an Introduction for me. I am applying for a role at a (business), I am eager to learn, reliable, have experience in business and selling, good social skills, knowledge of the profession and look forward to working in a job that allows my own professional growth.

ChatGPT
Dear Hiring Manager,

I am thrilled to submit my application for the [Position Title] role at [Company Name]. With a solid foundation in business and sales, paired with a genuine eagerness to learn and excel, I am eager to bring my diverse skill set and passion for professional growth to your esteemed team.

Throughout my career, I have consistently demonstrated my reliability and dedication to exceeding expectations in various business settings. My experience in sales has equipped me with a keen understanding of customer needs and effective strategies to drive results. Additionally, my strong social skills have enabled me to build and nurture valuable relationships, both internally and externally.

What excites me most about the opportunity at [Company Name] is the prospect of further expanding my knowledge and expertise within the profession. I am deeply committed to continuous learning and development, and I am confident that the collaborative and innovative environment at your company will provide the ideal platform for my own professional growth.

I am eager to contribute to the success of [Company Name] while also seizing the opportunity to advance my career aspirations. Thank you for considering my application. I am enthusiastic about the possibility of joining your dynamic team and contributing to the ongoing success of your business.

Warm regards,

[Your Name]

ChatGPT

Dear Hiring Manager,

I am excited to introduce myself as a highly qualified candidate for the [Position Title] role at your esteemed institution. With a diverse background encompassing both hands-on experience in woodworking and a solid foundation in education, I am eager to leverage my unique skill set to inspire and educate the future generation of tradesmen and women.

My journey began with a strong educational foundation, having completed my high school education with a focus on practical skills. Following this, I pursued my passion for woodworking by obtaining a trade qualification from Tafe. Over the course of five years, I immersed myself in the intricacies of the woodworking trade, honing my craftsmanship and gaining invaluable experience in the field.

Driven by a desire to share my knowledge and expertise with others, I made the decision to further my education by obtaining a teaching degree. This educational pursuit provided me with comprehensive training in pedagogy and instructional techniques, equipping me with the necessary tools to effectively convey complex concepts to students of varying skill levels.

Furthermore, I have augmented my teaching qualifications with a Certificate IV in assessment and training, which has further enhanced my ability to assess learning needs and deliver tailored instruction to meet the diverse needs of learners.

Now, with a wealth of practical experience in woodworking and a solid foundation in education, I am eager to transition into a role where I can combine my passion for the trade with my enthusiasm for teaching. I am committed to fostering a supportive and engaging learning environment where students can develop both their technical skills and their passion for craftsmanship.

I am confident that my unique combination of hands-on experience, educational qualifications, and passion for teaching make me a valuable asset to your institution. Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the development of future tradesmen and women and make a positive impact within your organization.

Warm regards,

[Your Name]

What are some of your qualifications and experiences that may be relevant to the job?

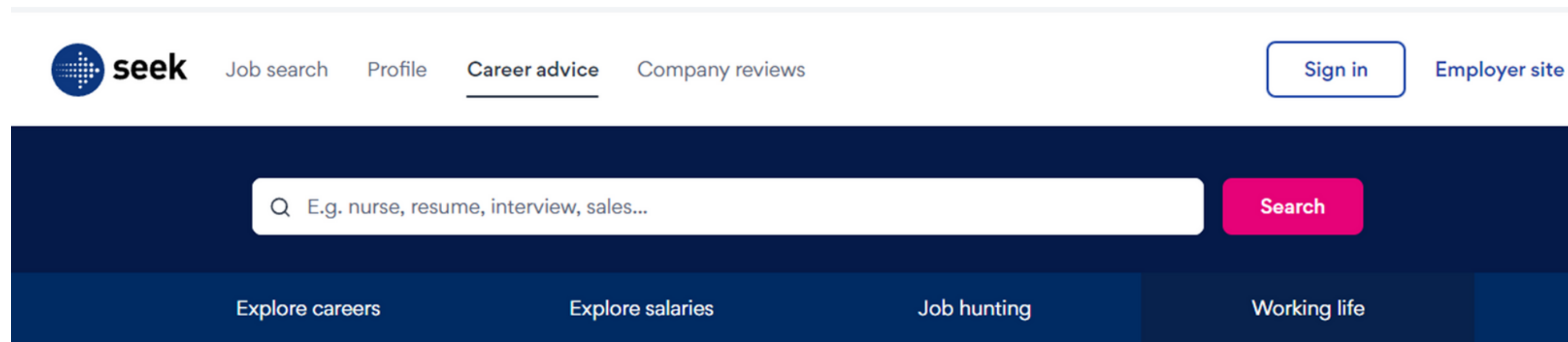
Explain my qualifications to a potential employer. I have completed High school education, I have gone to Tafe and completed a trade in woodworking, after 5 years of working I went and got a teaching degree. I have a Certificate IV in assessment and training, as well as the teaching degree and now want to use my experience and skills in the trade to teach the future generation of trades men and women.

Once again, we can pick and choose what we use. Make sure with each of these, you use what you can to help you out. Follow our examples or change them for your own results.

Tips for Careers – Seek helpful links

<https://www.seek.com.au/career-advice/>

fbclid=IwAR0mX2W53borRdNx3rlyXZS_1fARD0Of7qYZL6RxdbfIZgRVhVNg5M__ITo



<https://www.seek.com.au/career-advice/article/free-cover-letter-template?>

fbclid=IwAR09JCcsES2I_OAIKwWE-NJtn3dBukgjVcBRWGB_c_rVWhceSo7rznt_470

BUSINESS LETTER

General

Your Name
Address, City, ST, Zip | Phone # | email address

[Today's Date]

[Addressee Name]
[Addressee Title]
[Company Name]
[1234 Street Address]
[City, State, Zip]

Dear [Name],

In this paragraph, deliver a friendly and clear introduction. Introduce yourself and state the main point/s of the letter here. Keep this section short and to the point.

In this paragraph, explain the importance of the main point by providing compelling and persuasive reasoning. You can use facts, data, and other quantifiable metrics to support your claim.

In this paragraph, continue to provide background information to back up your reasons. Explain to the addressee why/how this information is relevant to them.

Close by restating the main point/s of the letter and including a call to action.

Respectfully/Sincerely,

[Your Signature]
[Your Typed Name]

Professional Letters/Emails

- Professional letters and emails can be hard, but AI can help you to do a lot of the formatting and even explain it to you step by step. It is important to be able to use these skills in a workplace and even when applying and sending letters/emails on behalf of the workplace.

AI can once again help us out

Here's an example:

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]

Dear Mr./Ms. [Last Name],


[Introduction: State the purpose of the letter briefly.]


[Body: Elaborate on the purpose, providing relevant details and any necessary background information.]

[Closing: End with a polite closing, followed by your name.]

Sincerely,

[Your Name]

 You
How do I create a professional Letter

 ChatGPT
To create a professional letter, follow these steps:

1. **Choose a Professional Format:** Use a standard business letter format. This includes your contact information, the date, the recipient's contact information, a formal salutation, the body of the letter, a closing, and your signature.
2. **Include Contact Information:** At the top of the letter, provide your contact information including your name, address, phone number, and email address. Skip a line, then add the date.
3. **Recipient's Contact Information:** Skip another line and include the recipient's contact information, including their name, job title, company name, and address.
4. **Formal Salutation:** Address the recipient formally using "Dear Mr./Ms. [Last Name]," or "To Whom It May Concern," if you don't have a specific name.
5. **Introduction:** Start with a brief introduction that states the purpose of your letter.
6. **Body:** In the body of the letter, elaborate on the purpose mentioned in the introduction. Keep it clear, concise, and professional. Use paragraphs to organize your thoughts logically. Provide relevant details and any necessary background information.
7. **Closing:** End the letter with a polite closing, such as "Sincerely," "Best regards," or "Yours faithfully," followed by your name. Skip a few lines for your handwritten signature if sending a physical letter, or type your name if sending electronically.
8. **Proofread:** Before sending the letter, proofread it carefully to ensure there are no spelling or grammatical errors.
9. **Attach Relevant Documents (if applicable):** If your letter requires any additional documents, mention them in the body of the letter and attach them accordingly.
10. **Format and Layout:** Ensure the letter is well-formatted and visually appealing. Use a professional font and keep the layout clean and easy to read.

INGOUDE COMPANY

hello@reallygreatsite.com | 123-456-7890

23 October, 2023

Adora Montminy
Head Office

Dear Mr. Morgan

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Respectfully Yours,



Adora Montminy
Head Office


123 Anywhere St., Any City
@reallygreatsite

With a professional letter, usually your business would have one ready to go that you would fill in. However, if not, make sure to check with your boss that the formatting is ok to use.

Dear Jack,

I think maybe we should pursue this opportunity with the business. I don't know if it is something you are interested in, but I think it could be good for us as they are willing to donate devices and support us in other ways. I hope this is a unique opportunity that will help out LiteHaus and provide future opportunities to us and them.


Sometimes writing emails can be hard, especially if it is not coming out the way you want it. AI can help to reword and if you tell it how you want it to sound, it will help. Remember to check if you like it and make changes before sending it. Proof read, do the usual things.

 You

I sound too passive in this email, I want my boss to understand this is a great opportunity with many rewards for the company. Here is what I have written so far, make it sound more confident and sure that this is the direction we want to go.

Dear Jack,

I think maybe we should pursue this opportunity with the business. I don't know if it is something you are interested in, but I think it could be good for us as they are willing to donate devices and support us in other ways. I hope this is a unique opportunity that will help out LiteHaus and provide future opportunities to us and them.

 ChatGPT

Dear Jack,

I'm excited to propose that we seize the opportunity with the business. It's not just a potential interest; it's a strategic move that could greatly benefit LiteHaus. They are not only offering to donate devices but also committed to providing additional support. This collaboration presents a multitude of advantages for both parties, not just in the short term but also in opening doors to future opportunities. I firmly believe that embracing this partnership will not only bolster our current position but also pave the way for mutual growth and success.

Best regards,

[Your Name]

Any Questions?