

Free AI Tools & Microsoft Resources for Job Seekers



Introduction: What This Guide Covers

This guide is designed for job seekers who want to use free AI tools and Microsoft resources to write CVs, track applications, and prepare for interviews — without needing to pay for Microsoft 365 Copilot. Everything here is either free or included with a basic Microsoft account.

You'll learn how to:

- Use Word Online and built-in templates for CVs and letters
- Use free AI tools like, OpenAI's ChatGPT (free tier), and Microsoft Copilot (on the web or built into Windows 11) to improve your writing and summarise job ads
- Create a simple job tracker in Excel Online
- Manage your professional emails with Outlook.com
- Organise your documents in OneDrive
- Access everything using any modern web browser, on both Windows and Mac

Quick Note: What You Need to Use These Tools

- These tools work on both Windows and Mac — you just need a browser and an internet connection.
- If you're using any version of Windows, you can access all the web-based tools via the links below.
- The built-in Copilot on Windows 11 is available only on newer versions of Windows 11, but the web-based Copilot works on any device.

Tip: Try more than one AI tool. Free ChatGPT, and Microsoft Copilot (web or Windows 11) are useful and free to access. Each one has its own strengths, so it's worth exploring to see which you find easiest to use and which gives responses that feel right for your tone and comfort level.

Looking at this document online? Just click any of the links below. Using a printed version? No problem—just type the web addresses into your browser.

- OpenAI ChatGPT (free tier) - <https://chat.openai.com>
- Microsoft Copilot for the Web - <https://copilot.microsoft.com>
 - **(Note:** Copilot was previously known as Bing Chat — it's the same free AI assistant from Microsoft, just with a new name.)
- Copilot built into Windows 11 - Press Windows + C (if available), or enable from Taskbar settings (Windows 11 only) - Paid version.

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Using Free AI Tools to Get Writing Help

You can use any of the free AI tools listed in this guide, OpenAI ChatGPT (free), or Microsoft Copilot, (free version or paid version), to help you write or improve job-related documents.

They can:

- Draft new content based on your input
- Rewrite or improve what you've written
- Summarise long text (such as job descriptions)

Prompts you can try in any AI tool to enhance your CV or Covering Letter:

- “Write a cover letter for a [insert role] at [description of employer type].”
- “Summarise this job description into three bullet points: [paste job ad here]”
- “Rewrite this paragraph to sound more confident.”
- “Turn this experience into a short personal statement.”

Tips:

- Be specific, include the job title, key skills, or your strengths.
- Feel free to copy and paste your CV, notes, or job ads into the chat and ask the tool whatever questions you want.
- Always read and personalise the output before using it.

Next Steps:

- Try one new tool at a time — you don't need to use everything at once.
- Use the example prompts in this guide to get started.
- Add your own examples, tweaks, or structure that works for you.

A Final Word on Using AI Responsibly

AI tools can save time, spark ideas, and help you get started — but they shouldn't replace your voice. Think of AI as a personal assistant: great for brainstorming, tidying, or offering a second opinion, but it still needs your direction. Use it to explore what could be said, not to decide exactly what you should say.

Your CV, cover letters, and emails should reflect *you*! Your tone, style, and strengths. Simply copying and pasting AI content without review is easy to spot and could hurt your chances. Treat AI as a guide, not a ghostwriter. Edit its suggestions, add your voice, and make sure the final version sounds like you.

It's there to help you, not replace you!

The more you use AI, the more confident and skilled you'll become, and when you're ready, you can then explore other AI tools you might find useful.

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Microsoft products to help you...

Many people already use Microsoft Word, Excel, and Outlook. If you haven't used them before, you can still access them for free with a Microsoft account. Just click the link here: <https://www.office.com/>
Using a printed version? Just type the web addresses into your browser.

In this section, we'll show you where to find them online and what each tool can help you with.

Using Word Online to Write Your CV and Cover Letters

Microsoft offers a free version of Word that runs in your browser. You just need a Microsoft account (also free).

How to get started:

1. Go to <https://www.office.com> and sign in.
2. Click on Word.
3. Select Resume or Cover Letter from the template options.

Tips:

- Choose a clean, simple layout.
- Use bullet points to list responsibilities and achievements.
- Save your file to OneDrive so you can access it later from any device.

Tracking Your Applications with Excel Online

Excel Online is a free spreadsheet tool that helps you stay organised.

Steps to create a tracker:

1. Go to <https://www.office.com> and open Excel.
2. Start a blank workbook.
3. Create columns for:
 - Company Name
 - Job Title
 - Date Applied
 - Application Deadline
 - Status (e.g. Applied, Interviewing, Rejected)

Why not ask one of the AI tools the following: "Create a job application tracker table in Excel" for a quick copy-paste format?

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Managing Job Emails with Outlook.com

Outlook.com is Microsoft's free email service. It's ideal for sending and receiving job-related emails.

Why use it:

- You can set up folders for different jobs.
- Use rules to automatically sort replies.
- Write clear, polite messages.

AI tools can help you write:

- Thank-you emails
- Interview confirmations
- Follow-up messages

Organising Files in OneDrive

OneDrive gives you free cloud storage to keep all your job-hunting documents in one place.

You can use it to:

- Store versions of your CV
- Save cover letters tailored to each job
- Create folders for different companies or roles

Full help resources for Microsoft products:

If you are new to Microsoft, or indeed wish to brush-up or learn more about any of the above tools, then type this link into the Web address bar of whatever Browser you are using, (or click the link if you are viewing this document online), and it will take you straight to their training resources for all products:

<https://support.microsoft.com/en-gb/training>

⚠ Disclaimer:

This guide is intended for general information and support only. All tools mentioned are free to access at the time of writing, but features and availability may change. While every effort has been made to ensure accuracy, users should double-check any content or links provided by AI tools before using them in any job applications or communications.

Use AI responsibly — it should support your thinking, not replace your judgement. Always personalise and review any content before submitting it as your own.