

GETTING STARTED WITH AI

Introduction

In today's digital world, artificial intelligence (AI) offers you helpful tools—especially when building a professional resume. However, you still need to know how AI works and how to use it responsibly.

AI Digital Literacy Skills

AI does not think like a person. Instead, it analyzes massive amounts of data—millions of resumes, job postings, and examples—and generates responses based on patterns. When you ask AI to help with your resume, it predicts the structure, language, and content most likely to match your goal.

What can you do?

- Cross-check sources.
- Look for inconsistencies.
- If content feels off, investigate!
- Question perfect narratives.
- Notice emotional manipulation.
- Learn AI's patterns.
- Test AI tools yourself.
- Understand AI limitations.

Prompt Writing

It's all about the wording! The quality of AI output directly relates with the quality of your input.

WRITE WITH CONTEXT

7 Tips for Strong AI Prompts

Help the AI help you - write better prompts with CONTEXT

**C**

CLEAR GOAL

What do you want the Chatbot to do?

O

OBJECTIVE TONE

Should the response be formal, casual, humorous, etc?

N

NECESSARY DETAILS

What key information should be included?

T

TARGET AUDIENCE

Who is this response meant for?

E

EXPECTED FORMAT

How should the response be structured?

X

EXAMPLES (optional)

Provide a sample if the request is complex.

T

TWEAK AND TEST

Refine the prompt if needed based on the response.