

AI tools to support job seekers

This guide highlights some AI tools that can help the job search process and suggests ways to build them into your existing employability sessions.

Included are tools for CV writing, job matching and interview preparation.

Disclaimer

Please note that not all these tools are free. Some have free trials or additional paid services. Good Things Foundation is not recommending any specific AI tools, and we have no affiliation with any of the developers. We are simply highlighting tools that you may wish to consider.

We recommend doing your own research to check the suitability of these tools for you and the people you support. There are lots of options and you may find alternatives that work better for your needs.

CV writing

AI tools can increase people's chances of getting an interview by drafting CVs and cover letters. They can also analyse job descriptions and highlight people's relevant skills and experience.

In this guide we'll look at AI text generators and dedicated AI CV builders.

AI text generators

Text generators aren't specifically job search tools but they can be a very simple way to quickly draft CVs and cover letters.

It's important to note that learners shouldn't enter any personally identifiable information when using a text generator. And they should always check, edit and use their own words for the final version.

- Ask learners to create a document containing the key information to be included in their CV. Eg education, work experience, skills, etc.
- Open an AI text generator and ask learners to type an instruction (also known as a "prompt") to write a CV. For example:
 - *"Use the following information to make a CV."*
 - Then copy and paste the content of the document they wrote.
- The text generator will produce a CV using the learners information.
- The learner can enter follow-up prompts to refine the CV. For example:
 - *"I am applying for a [specific job title]. Rewrite the CV to highlight my qualifications for this role."*
 - *"Write a CV for the [specific industry], highlighting my experiences and accomplishments relevant to this field."*
 - *"Write a CV that evidences my [specific skill] proficiency and its application in various roles. Provide examples of how I've used these skills in previous jobs."*
- Copy and paste the result into a separate document for editing.

Example AI text generators:

- [ChatGPT](#)
- [Gemini](#)
- [Co-Pilot](#)
- [Perplexity](#)

AI CV builders

Dedicated AI CV builders can help with drafting and formatting. They prompt the user for some basic information, then generate a CV in sections that can be re-generated, edited and refined as needed. They also allow a choice of templates, elevating a simple text document into something more professional looking.

CV builders can quickly produce a draft CV from very little information. However, as with any new tool there can be a learning curve, and learners may need to register for a free account before they can use them.

- Provide a demonstration of using a CV builder.
 - You don't need to use your own information as part of the demonstration.
 - To save time you could copy and paste some pre-written content from another document.
- Ask learners to register an account (if needed) and enter the information as prompted and choose a template.
 - You may want to offer guidance on which templates could work better than others.
- The tool will generate a CV based on the information provided.
- Encourage learners to edit each section with more detailed information and rephrase things in their own words.

Example CV builders:

- [Kickresume](#)
- [Teal](#)
- [Resume Worded](#)

Job matching

AI job matching tools can recommend jobs based on people's skills, interests, and experience. This can make the job search process more efficient and tailored to individual circumstances.

Typically, job matching tools ask a series of questions related to work experience, skills, and education. They may also ask about job preferences (eg location, availability, etc). They use this to build a profile which they match against job listings. This can save someone manually and individually checking each job listing and assessing their suitability.

As with CV builders, job matching tools may need some additional, initial support to use, and require learners to register.

- Guide learners in creating profiles that highlight their skills, interests, and experiences.
- Encourage setting up job alerts and exploring job suggestions.
- Ask them to check the relevance of the roles suggested based on their profiles.

Example job matching tool:

- [Jobscan](#)

Interview preparation

Some AI tools can simulate an interview and give personalised feedback based on people's responses. This can help people identify potential areas for improvement or highlight specific interview questions they might have struggled with.

By practicing with these tools people can build confidence and be more prepared for real interviews. This can be especially valuable for people who might not have been through the process before, or for a long time.

In this guide we'll cover using AI text generators and dedicated interview practice tools.

AI text generators

As with CV writing, text generators aren't specifically interview practice tools but they can be a simple way to generate interview questions and have an interactive conversation. The same example text generators suggested for CV writing can be used here.

Here are two options to help learners practice answering job interview questions set by an AI text generator.

Option 1: Independent practice

This option involves the learner typing their answers into the text generator. Whilst this can take longer it provides a more interactive experience as the tool can ask questions based on previous answers.

- Open an AI text generator and ask learners to type a prompt to start the interview. For example:
 - "Interview me for a job as a *[specific job title]*."
- The text generator will ask an initial question, then ask follow up questions based on the answers the learner enters.
- The text generator may not know when to stop asking questions so it may be a good idea to set a time limit so learners know when to stop responding.
- Learners could enter a more specific initial prompt that will end the interview after a set number of questions. For example:
 - "Interview me for a job as a *[specific job title]*. The interview should end after *[number]* questions."

Option 2: Roleplay (minimum of 2 people)

This option involves someone asking the learner a set of pre-generated questions. This can give a more realistic interview experience but learners get no feedback on their answers.

- Use an AI text generator to create a list of questions based on a job role the candidate is interested in. For example
 - *“What questions may be asked at an interview for a [specific job title].”*
- Print the questions list and give them to the interviewer.
- The interviewer uses the questions to conduct a mock interview.

AI interview tools

Dedicated AI interview tools record people responding to questions using a webcam. The tool then analyses their responses, clarity of speech, use of filler words, etc. From this they will provide feedback on strengths and growth areas for each answer. This can be a powerful way to practise answering questions and identify development opportunities.

These tools can have a learning curve, and learners will need to register for a free account before they can use them.

- Guide learners in setting up the tool for the interview.
- Some tools allow you to enter the questions to be asked. This gives you, or the learner, control over what areas to focus on.
- After the interview, encourage learners to explore the feedback and consider repeating the process.

Example interview tool:

- [Yoodli](#)