BUILD A BUSINESS · BEGINNER · 12 MIN READ

# Job hunting with AI: resumes, cover letters and interviews

Tailor your resume and cover letter to each role, practise interviews with an AI coach, and stay honest and private while you do it.

Pass the check (4 of 5) online to earn the “Job Ready” badge:
https://digitalbuilders757.com/university/study/job-hunting-with-ai

## AI is your editor and coach, not your ghostwriter

AI is great at matching your real experience to what a job asks for, tightening wording and running practice interviews. It must never invent experience, skills, results or qualifications. Employers check, and a made-up claim can cost you the job later. Your stories and your numbers; AI helps you say them clearly.

## Tailor your resume to each job

- Paste the job description and your resume (remove your address and phone number first) and ask: 'Which of my real experiences match this role? What's missing?'
- Rewrite bullets as action + result: 'Built a club sign-up app used by 60 members' beats 'Responsible for website'.
- Use the job's own key words where they're true for you. Many employers use an applicant tracking system (ATS) that scans for them.
- Keep it to one or two clear pages, and check every line is accurate before you send it.

## Cover letters that sound like you

Give the AI three facts: why this company, one story that proves you can do the job, and what you'd do first. Ask for a short draft in your voice, then rewrite anything that doesn't sound like you. Generic AI letters are easy to spot; one specific story is memorable. Link to your portfolio or a project you built.

## Practise interviews with an AI coach

Ask: 'Act as an interviewer for this job. Ask me one question at a time, wait for my answer, then give feedback.' Practise answering with the STAR method (situation, task, action, result). Use voice mode to practise out loud, and prepare two questions to ask them. Before applying, check whether the employer has rules about using AI in applications or assessments, and follow them.

## Key terms

**ATS (applicant tracking system)**
Software many employers use to collect, scan and sort job applications.

**Portfolio**
A collection of real projects that shows what you can build.

**Personal data**
Information about an identifiable person, like names, emails or grades; follows privacy rules.

**STAR method**
A way to answer interview questions: Situation, Task, Action, Result.

**Case study**
A short story of a project: the problem, what you built, how, and the result.

**Hallucination**
A confident AI answer that is false or made up.

## Try it: One application, done well

1. Pick a real job posting and remove your contact details from a copy of your resume.
2. Ask an AI which of your real experiences match, and rewrite three bullets as action + result.
3. Draft a short cover letter from one true story, then edit it into your own voice.
4. Run a five-question practice interview and improve one answer using STAR.

KNOWLEDGE CHECK

# Job hunting with AI: resumes, cover letters and interviews

5 questions. Circle one answer for each; 4 or more correct passes. Answers are at the back.

### 1. The AI adds a skill to your resume that you don't have. What do you do?

A. Keep it, since you can learn the skill before the interview
B. Remove it: only list real experience and skills
C. Add two more
D. Hide it in small text

### 2. What's an ATS?

A. A type of AI chatbot that interviews you before a human does
B. A resume template format that every employer requires you to use
C. Software many employers use to collect and scan applications
D. A job website

### 3. Which resume bullet is strongest?

A. Responsible for the website
B. Hard worker and team player
C. Did various tasks
D. Built a club sign-up app used by 60 members, cutting missed sign-ups

### 4. What does the STAR method stand for?

A. Situation, Task, Action, Result
B. Skills, Talents, Awards, References
C. Start, Talk, Ask, Repeat
D. Story, Theme, Answer, Review

### 5. Before pasting your resume into an AI tool, what's a good habit?

A. Add your passwords so it can apply for you
B. Remove your home address and phone number
C. Include your references' private phone numbers so it can add them
D. Paste your ID number so it can verify who you are

## Official sites

CareerOneStop: Job search (resumes, cover letters, interviews): https://www.careeronestop.org/JobSearch/job-search.aspx
CareerOneStop (sponsored by the US Department of Labor): https://www.careeronestop.org/

Last reviewed 2026-11-25. AI tools change fast; check each tool's own site for current features, plans and prices.

ANSWER KEY

# Job hunting with AI: resumes, cover letters and interviews

**1. B: Remove it: only list real experience and skills**
Invented claims can cost you the job when they're checked. AI edits; it doesn't invent.

**2. C: Software many employers use to collect and scan applications**
Using the job's own (true) key words helps your resume match what the ATS looks for.

**3. D: Built a club sign-up app used by 60 members, cutting missed sign-ups**
Action + result + a real number shows impact.

**4. A: Situation, Task, Action, Result**
STAR keeps interview stories clear and focused on what you did.

**5. B: Remove your home address and phone number**
Share only what the task needs. Your skills and experience are enough.