

Introduction to AI Job Lab

Welcome & Today's Agenda

- Why translating your skills matters
- Identifying your top skills
- Building résumés with AI
- AI interview prep strategies
- Hands-on lab & group review

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“Create a job-ready résumé,
practice real interview
questions, and learn to
present your skills with
clarity and confidence.”

How It Works

- Identify → Map your real-world skills and experiences.
- Translate → Use AI to craft résumé language that fits job descriptions.
- Apply → Practice interview questions and next-step planning.

Three steps. One outcome: job-ready confidence.

Why It Matters



Skills Get You Hired

Employers value transferable skills and how you present them.



AI Makes Matching Easy

AI tools can help identify matches between your strengths and job needs.



Adapting to Change

The job market is evolving—your ability to translate skills is more crucial than ever.

Identify Your Top Skills

Reflect on past roles, projects, and achievements. List your top strengths—even those outside traditional work experience.



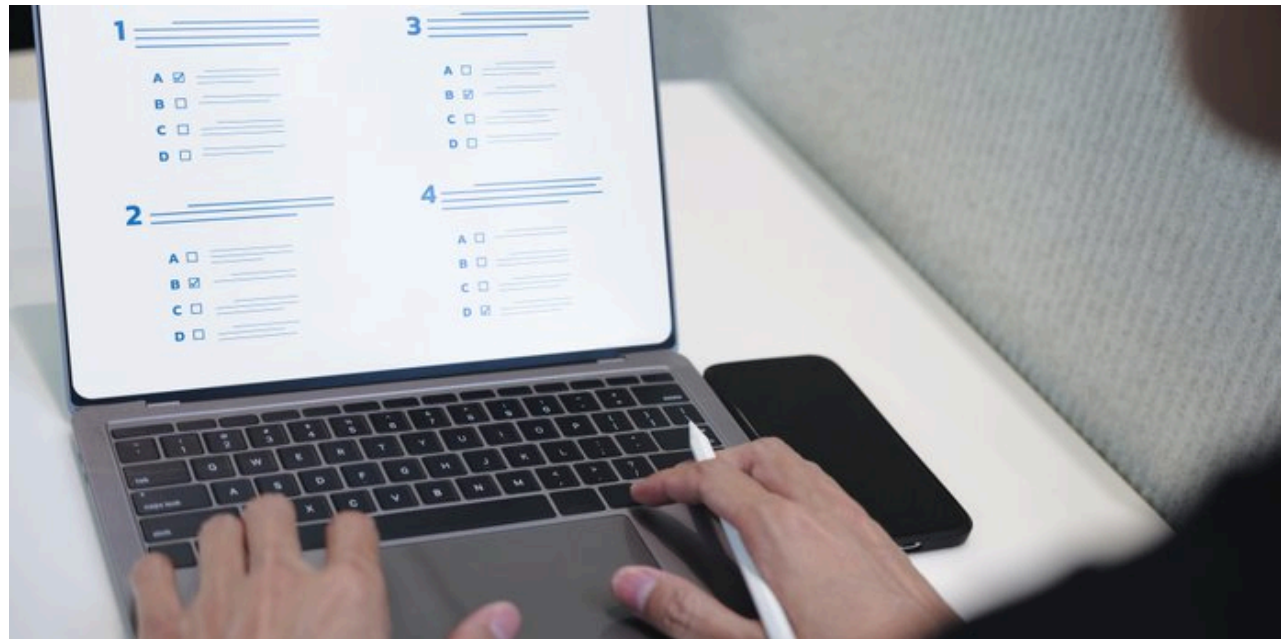
- Communicating complex ideas
- Problem-solving under pressure
- Leading teams or working independently
- Learning new technologies quickly



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Success is where
preparation and
opportunity meet.

— Bobby Unser

Matching Skills to Job Descriptions



Analyze Job Listings

Highlight keywords and required skills from job postings.



Compare With Your List

Find overlaps between what you offer and what's in demand.

Using AI to Build Résumés

Let's harness the power of AI. AI tools can quickly generate and refine résumé drafts, saving you time and helping you stand out.



Drafting with AI Tools

1. Input your skills and achievements
2. Select relevant job descriptions
3. Let AI suggest bullet points and phrasing



Tailoring Your Résumé for Each Application



Customize Quickly

Tweak sections with AI to fit each role.



Stay Consistent

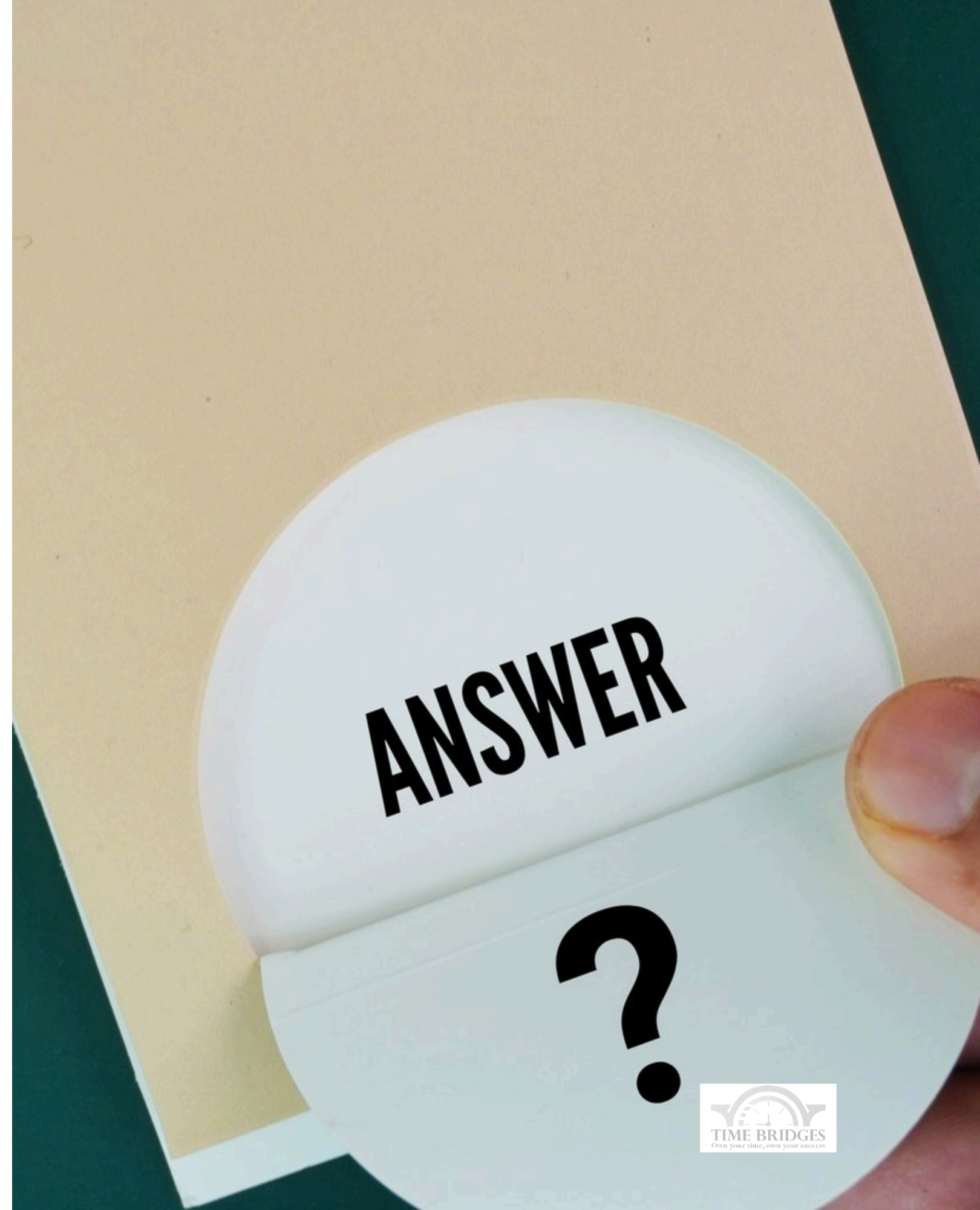
Ensure your details support your personal brand.

AI-Powered Interview Preparation

AI can generate role-specific practice questions and simulate real interview scenarios. Practice makes perfect!



- Generate tailored interview questions
- Get instant feedback from AI
- Simulate both technical and behavioral interviews



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Don't just be ready—
be remarkable.

— Anonymous

Hands-On Lab Session



Résumé Drafting

Start building your résumé using AI tools.



Interview Practice

Complete three Q&A sets generated for your target job.

Ensuring AI Safety & Data Privacy

- Use trusted, secure AI platforms
- Never share personal IDs or sensitive data
- Understand data retention policies



Group Review & Constructive Feedback

Share your résumé and interview answers in breakout groups. Give and receive actionable, supportive feedback.

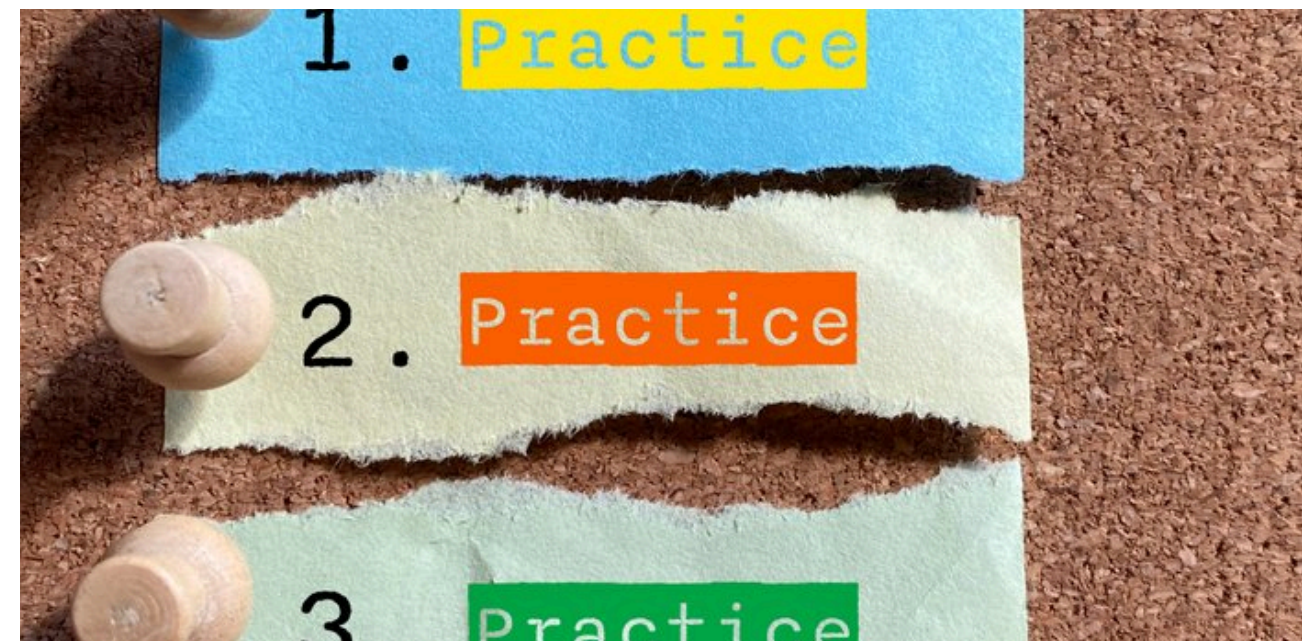


Key Takeaways & Next Steps



Apply What You Learned

Use AI tools with intention—refine, review, and personalize your materials for every role.



Keep Practicing

Continue building interview skills and updating your résumé as your career grows.

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The best way to
predict the future is to
create it.

— Peter Drucker