

McKinsey Career Network

Leveraging gen AI for career transition



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In today’s fast-paced and competitive job market, leveraging the power of Generative AI (gen AI) can significantly ease the career transition process.

Gen AI offers personalized and efficient support tailored to your unique career goals and experiences. From crafting compelling value propositions and optimizing resumes and LinkedIn profiles to generating networking templates and preparing for interviews, gen AI provides invaluable tools and insights. By harnessing these advanced technologies, job seekers can streamline their efforts, present themselves effectively to potential employers, and confidently navigate their career transitions with a strategic edge.



Exploration

- “Generate a list of job titles that utilize the following skills/expertise: [list your skills/expertise]”
- ”Generate a list of job titles that are similar to ‘[your current or desired job title]’”
- ”Generate a job description for a role in [industry] and [functional area] that focuses on [skill A], [skill B], and [skill C]”
- “Take this job description [paste job description] and find other roles with similar responsibilities”

List of target companies

- “Generate a list of the 50 largest companies headquartered in Chicago”
- “Generate a list of the 50 largest quick service restaurant (QSR) companies in the US”
- “Generate a list of the 50 largest search firms in the consumer segment in the US”

Research a company

- “Provide a comprehensive overview of [Company Name] including: Company Overview, Products and Services, Market Position, Financial Performance, Corporate Structure and Key Executives, Strategic Initiatives and Innovations, Corporate Social Responsibility, Challenges and Opportunities, and Additional Insights”



Resume, Bio & LinkedIn

- “Check my resume for spelling and clarity. [Paste your resume]”
- “Analyze this job description and provide 10 relevant keywords I should incorporate into my CV to increase its chances of being picked up by ATSs. [Paste job description]”
- “Make this bullet point more concise: [Paste bullet point]”
- “Generate a professional summary for my resume that highlights [skill X], [skill Y], [skill Z] and experience in [industry A], [industry B], [industry C]”
- “Generate a board bio based on my LinkedIn profile and bio from my company website / other publicly available bios. I will paste my LinkedIn profile followed by my bio from my company website [Paste your LinkedIn profile] [Paste your corporate bio]”

Cover Letter

- “Generate a cover letter tailored to this job description. Use insights from my resume and the job description to highlight my qualifications and fit for the role. The cover letter should have three paragraphs: a hook (50-70 words), an expansion on relevant experiences (60-80 words), and a conclusion with my interest in the role (20-40 words). [Paste job description and resume]”

Interview prep

- “Generate a list of questions I might be asked during a technical interview for a VP of Engineering role at [company name]”
- “Generate a list of behavioral interview questions for a Strategy VP role at [company name] and provide guidance on how to answer them positively”

- “Generate 15 behavioral interview questions that a hiring manager might ask a senior candidate with management consulting experience during an interview for a role with the following job description: [Paste job description]”

Networking

- “Generate a cold networking outreach email from me to [Name], [Position], [Company], outlining my relevant background based on the resume and job description provided below. I will paste the job description first, followed by my resume. [Paste your resume] [Paste job description]”
- “Write a follow-up networking email that highlights [point X], [point Y], and [point Z]”

Best practices to ensure you use AI tools cautiously and effectively during your job search:

- **Read Privacy Policies:** Before using any AI job search tool, read its privacy policy to understand how your data will be used and stored. Ensure the platform has robust data protection measures.
- **Limit Personal Information:** Avoid sharing sensitive personal information (e.g., phone numbers, full home addresses) on AI platforms.
- **Understand AI Limitations:** AI algorithms can sometimes perpetuate biases present in the data they were trained on. Use AI tools as a supplement to, rather than a replacement for, human judgment.
- **Customize Recommendations:** AI tools often suggest generic improvements or matches. Review and customize these suggestions to better reflect your unique skills and experiences.
- **Proofread AI-Generated Content:** Always proofread and, if necessary, edit resumes, cover letters, and other content generated by AI tools to ensure accuracy and personal relevance.
- **Human Touch:** While AI can streamline many aspects of the job search, personal interaction remains crucial. Network with professionals in your field, attend industry events, and seek mentorship to complement your AI-driven job search efforts.
- **Interview Preparation:** Use AI tools to practice interview questions, but also engage in mock interviews with friends, colleagues, or professional coaches to gain diverse feedback and improve your interpersonal skills.



