

SETU Careers Development Team

Creating a CV using AI - A Cautionary note:

It is ok to use AI to help you create a CV so long as you do so judiciously. Here are some considerations:

1. Protect your personal data – do not upload your name and contact details of your CV into AI.
2. Break down your CV into sections and paste into AI
3. Review any responses from AI and adjust them to feel more like you
4. Refer to your Careers Service for formatting/layout advice (refer to CV templates)
5. Verify information received about the company from other reliable sources i.e. LinkedIn or the company website
6. Use AI as a tool rather than a replacement for your voice. Trust your own ability to express yourself. It will sound more genuine.
7. Use AI to save time not to drain time! – avoid rabbit holes.

Further information and advice:

<https://www.prospects.ac.uk/careers-advice/getting-a-job/using-generative-ai-in-job-applications/>

<https://gradireland.com/careers-advice/artificial-intelligence-and-your-job-hunt-dos-and-donts>