

# JULY 2026 CALENDAR

## How Artificial Intelligence (AI) Can Help With Your Job Search

Searching for a job can feel overwhelming, but today's technology offers powerful tools to make the process easier and more effective. Artificial Intelligence (AI) is transforming the way job seekers prepare for interviews, create résumés, search for openings, and build confidence. While AI won't replace the personal effort needed to land a job, it can help you work smarter and stand out in a competitive job market.



One of the most valuable ways AI can assist is by helping you create and improve your résumé. AI-powered tools can suggest stronger wording, highlight accomplishments, identify missing skills, and tailor your résumé to match a specific job description. Many employers use Applicant Tracking Systems (ATS) to screen résumés before a hiring manager ever sees them. AI can help optimize your résumé with relevant keywords, increasing the chances that your application makes it through the initial screening process.

AI can also be an excellent resource for preparing for interviews. You can ask AI to generate common interview questions for a particular occupation, conduct mock interviews, or help you develop stronger responses using the STAR (Situation, Task, Action, Result) method. Practicing with AI allows you to refine your answers, build confidence, and become more comfortable discussing your skills and experiences before the real interview.

Another advantage of AI is its ability to assist with writing professional communications. Whether you need help drafting a cover letter, composing a thank-you email after an interview, or reaching out to employers on LinkedIn, AI can help you create polished, professional messages. It can also proofread your writing for grammar, spelling, and tone, ensuring you present yourself in the best possible light.

AI can also simplify your job search by helping you identify positions that match your skills, interests, and career goals. It can recommend career paths you may not have considered, summarize job postings, explain unfamiliar qualifications, and even help you determine whether your experience aligns with a particular opportunity. Rather than spending hours sorting through listings, AI can help you focus your time on jobs that are the best fit.

Many job seekers are understandably hesitant to use AI for the first time. Some worry that it will be too complicated, that they'll "do it wrong," or that it will replace the personal touch in their job search. The good news is that you don't have to be a technology expert to benefit from AI. Think of it as a helpful assistant—not a replacement for your experience or decision-making. By asking simple questions and learning a few basic techniques, you can use AI to save time, reduce stress, and gain confidence throughout your job search. Once people try it, they are often surprised by how easy and helpful it can be.

Ready to put AI to work in your own job search? Join us for our upcoming webinar, **ChatGPT: Your Job Search Key on July 20th at 10:00am**. You'll learn practical strategies for using AI to create stronger résumés, write compelling cover letters, prepare for interviews, and optimize your applications so they have a better chance of reaching hiring managers. Visit [masshireholyoke.org/events](https://masshireholyoke.org/events) or call **413-532-4900** to register for an upcoming session. Whether you're just beginning your job search or looking to gain a competitive edge, these free workshops will give you the tools and confidence to succeed.

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### Hours of Operation

Mon.	9:00-4:30
Tues.	9:00-4:30
Wed.	9:00-4:30
Thurs.	10:00-4:30
Fri.	9:00-4:30