



USING AI IN YOUR JOB SEARCH

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WE'LL COVER TODAY

Self presentation and sustainability

Using AI for your resume

Tips for working with ATS for applications

POLL: True or False? Job seekers should use AI to increase their chances of getting interviewed



SELF PRESENTATION & SUSTAINABILITY

Consider being genuine and bringing your skills, strengths, and lived experiences into the picture to find compatible work. Being ethical will pay off.



THE JOB POSTING

Enthusiastic Photobooth Attendant
Polar Ice Photobooth, Halifax

POLL: What skills are needed for a photo booth attendant position?

STEP 1: ADD DRAFT NOTES/REVIEW YOUR RESUME

STUDENT EXAMPLE

Student has these skills

Has worked at McDonald's for two years part-time (customer service, shift work, fast-paced)

Volunteers as a member of the Business and Tourism society (events)

Has an Instagram account about reviewing movies with friends

Student does not have

Photography experience

TIP: Use the combination-style resume example on the MSVU Career Services website to start a resume format.



STEP 2: REVIEW THE JOB

(ENTHUSIASTIC PHOTO BOOTH ATTENDANT)

- Casual work on weekdays and weekends, late afternoon into late night
- Must have valid license and access to a car
- Training provided; heavy lifting required
- Company specialization in corporate events and weddings

Strong preference for candidates who are:

- Customer service oriented
- Smiling and enthusiastic
- Tech savvy
- Able to create an elegant photo booth set up
- Willing to learn photography

20-60 second video recording as part of application

STEP 3: EDIT SECTIONS FOR CONTEXT & OUTCOMES

PROMPT: DRAFT NOTES FROM SLIDE 5 SCREEN SHARE

Edit for context. Is there suggested text that is too general and needs more detail? Is the suggested text true? Remember to insert your lived experience.

- McDonald's crew member: "in a high volume, fast paced environment" --> in a food service environment that encourages orders by mobile app, electronic kiosk, drive through, and in-person.

Edit for outcomes and accomplishments. More than just listing your work tasks, write down outcomes or accomplishments that can be quantified by numbers, categories, themes, demographics of people, or time lengths.

- Business and Tourism Society volunteer: "Collaborated with peers to coordinate logistics and improve event turnout" --> "Collaborated with peers to coordinate logistics on site and online, improving attendance by about 30 students for each event over the fall term."

STEP 4: EDIT SECTIONS FOR KEYWORDS

Add keywords and must haves from the job posting, if they are true for you.

- Shift work --> work on weekdays and weekends
- Flexible
- High energy
- Access to a car and able to lift equipment
- Tech savvy

TIP. In this case, the student doesn't have experience with photography. The job posting says training is provided. The student can show their willingness to learn by:

- Including a sentence in their skills section about technology that highlights the platforms they know and their ability to learn technology quickly
- Including a sentence in their cover letter about their willingness to learn photography and why they feel motivated to apply to the position.
- Including a reference to their social media account in their cover letter and why that interest links to the job posting.



TIPS ON WORKING WITH ATS FOR APPLICATIONS

Now that the draft is nearly finished, we need to consider how it will be interpreted (parsed) by an Applicant Tracking System (ATS), a software that collects, organizes, and filters applications.

- Use a simple, clean format. Avoid graphics, tables, columns or text boxes.
- Use standard fonts and headings.
- Save your files as Word .docx or PDF, according to instructions in the job posting
- Avoid headers, footers, special characters, and special formatting

<https://magicalapi.com/blog/professional-resume-tips/best-ats-resume-checker-free/>

Take aways from Jobscan


1. Find keywords in job posting
2. Use keywords naturally
3. Match the exact phrasing in the job posting
4. Combine with action verbs
5. Tailor for every job

<https://www.jobscan.co/blog/top-resume-keywords-boost-resume/>



TIPS ON WORKING WITH ATS FOR APPLICATIONS

A note on ATS resume checkers. Some people use platforms like Jobscan, Resume Worded, or Kickresume to measure compatibility with the job posting (usually, a score of 75% or higher can mean increased chances of getting an interview) BUT consider:

- If you're working hard on increasing your score, are you still representing yourself authentically? Will you enjoy the position and will you be able to operate in it long term?
 - Free ATS resume checkers may be mining for data.
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CAREER SERVICES

Book a one-on-one in-person or virtual appointment

counselling@msvu.ca
902-457-6567

- Resume review
- Job search support
- Interview coaching
- Career indecision
- Graduate school application

Drop-in Resume Review

Wednesdays in the McCain Atrium
12 p.m. to 1:30 p.m.

Students: get reminders and links
for Career Services 2025-26 events

