**Co-op Admission Course Handbook**

**University of Lethbridge**

**Career Bridge | Co-op Program**

**go.uleth.ca/CAC-prep**

**Table of Contents**

**Using ChatGPT3**

Utilizing ChatGPT to Develop Your Toolkit3

Alternative Resources and Tools Instead of ChatGPT3

Considerations When Using ChatGPT3

**KSAs and Competencies4**

KSA Identification4

Mapping Competencies4

**Cover Letters and Resumes5**

ChatGPT Cover Letter and Resume Sample Prompts5

Resume Checklist (Pre-CAC)6

Cover Letter Checklist (Pre-CAC)7

References Checklist (Pre-CAC)8

**Using ChatGPT**

**Utilizing ChatGPT to Develop Your Toolkit**

* **Expanding Knowledge Base**: ChatGPT's vast knowledge base allows you to explore various industries, job roles, and potential skills that you highlight in your job application documents.
* **Learning Aide:** ChatGPT can offer feedback to you based on your specific experiences and job preferences. Some students may have limited access to career counseling or resume workshops.
* **Refinement of Accomplishment Statements**: ChatGPT can assist you in formulating effective accomplishment statements by evaluating your existing bullet points.
* **Preparing for Interviews**: In addition to job application documents, ChatGPT can also help you prepare for interviews. It can provide sample interview questions and tips.

**Alternative Resources and Tools instead of ChatGPT**

* [What Can I Do With My Major?](https://www.ulethbridge.ca/career-bridge/career-services/learn-about-careers/what-can-i-do-with-my-major) | go.uleth.ca/careers-majors
* [Self-Assessment Tools](https://www.ulethbridge.ca/career-bridge/self-assessment-tools) | uleth.ca/career-bridge/self-assessment-tools
* Course Syllabuses

**Considerations When Using ChatGPT**

Artificial Intelligence has gained a lot of momentum. People are now using it for career development and to engage in management steps such as resume writing. While this can be an incredibly useful tool, it is important to check that you are using these platforms ethically and critically when it comes to career development. In order to do this, use the following abbreviation and checklist to determine:

|  |  |
| --- | --- |
| Reliable  | * Have I cross-researched other sources of information?
* Is it consistent with other sources and guidance?
* Use referencing skills learned in your education and academic writing to assess.
 |
| Accurate  | * Is this an accurate reflection of who I am as a person and my goals?
* If I use the content, do my documents accurately showcase who I am in person?
 |
| Valid  | * Is the information provided relevant to the prompts I am asking it?
* Are my prompts and information presented generic or refined?
 |
| Ethical  | * Is this a truthful representation of myself if I choose to use it when developing career goals?
* Will an employer or outsider notice a gap in skill (such as writing) on what is presented in writing versus in person?
 |
| Reflective  | * Have I fully reviewed the content I have used?
* Is it curated to the career goal(s) I am interested in?
* Does it align with who I am as a person, academic, or professional?
* Have I actively assessed my information and thought deeply about how to integrate it with my content or goals?
 |

Notes:

* Review your documents - Do not let the platform to do all the work for you.
* The platform is not a subject matter expert. It is only as effective as the prompts you use.
* Do not lie - Employers will hold you accountable for information in your documents.
* Potential for bias within the software – It pulls from a predominantly Eurocentric, ableist database.
* Utilize the Career Bridge office- They can assist you with using it critically, ethically, and efficiently for career development.

**KSAs and Competencies**

**KSA Identification**

Knowledge

* Familiarity with/understanding of a concept, theory, or process
* **Examples**: Concepts related to marketing and communication; understanding Bohr’s Model of Chemical Bonds
* **ChatGPT Sample Prompts**:
	+ What specific knowledge, including theories and models, would someone who is in *(year of study)* in the (*program of study*) at the University of Lethbridge have?
	+ I am a *(year of study, program major, and minor)* at the University of Lethbridge. What are some areas of knowledge from these programs that you can spotlight on my resume?

Skills

* Ability to perform some dimension of a task, technical skills & transferrable skills
* **Examples:** Writing, public speaking, planning and prioritization, lab procedures (pipetting)
* **ChatGPT Sample Prompts**:
	+ Can you provide me some examples of technical and transferrable skills that a *(program year) in (program major and minor)* at the University of Lethbridge may have that are applicable for a resume?
	+ I attend the University of Lethbridge and I am a *(program year) s*tudent. What skills am I currently building while attending the institution?
	+ I am a *(program year) s*tudent in the (*program major and minor*) at the University of Lethbridge. I have work experience in *(select any paid/unpaid work experience).* What are some examples of technical and transferrable skills that could be considerations for a resume?

Attributes

* Inherent qualities, traits, characteristics, or perspectives
* **Examples:** Open minded, self-motivated, ability to connect with others
* **ChatGPT Sample Prompts**:
	+ I have been complimented as someone who is *(descriptive word) and (descriptive word).* How could I professionally frame these characteristics for a resume?
	+ What is a sample list of personal attributes? What is a sample list of professional attributes?
	+ If someone wants to go into *(a specific job or industry),* what personal and professional attributes would be important to this role or industry?

**Mapping Competencies**

Competency Formula

* *Problem = Knowledge + Skills + Attributes*

Example

|  |
| --- |
| Problem: Increase Community Outreach |
| **Knowledge** | **Skills** | **Attribute** |
| Psychology major with understanding of human relationships | * Public Speaking
* Writing
* Teamwork
 | * Outgoing
* Friendly
* Non-judgement
 |
| To solve the problem of community outreach, I bring knowledge of human relationships, skills in public speaking, writing, and teamwork. I am also a friendly, outgoing, and non-judgmental person.  |

**Cover Letters and Resumes**

**ChatGPT Cover Letter and Resume Sample Prompts**

**Skill Summary**

* You are a resume expert.  What are some skills I have as a *(program major or specific job role)* that are applicable to the job posting below and can be emphasized on my resume? *(Add the job posting*).

**Related Experiences/ Additional Experience**

* You are a resume expert.  Based on the following accomplishment statement formula (verb + task + result) that is built to help create more effective bullet points under experience, review the following statement and make recommendations for improvements. *(Add a job title and bullet points)*.

**Certifications and Training**

* From this sample job posting below, can you identify required or relevant certifications and training? *(Add the job posting).*
* What are some popular certifications, training, and workshops that Co-op employers in the *(add the industry your position is in)* industry find to be an asset on an applicant's resume?

**Projects and Course Work**

* You are a resume expert.  Based on the following accomplishment statement formula (verb + task + result) that is built to help create more effective bullet points under projects and course work, review the following statement and make recommendations for improvements. *(Add course/project/paper/group assignment and bullet points).*

**Leadership and Interests**

* You are a resume expert.  Based on the following accomplishment statement formula (verb + task + result) that is built to help create more effective bullet points under (leadership) or (interests), review the following statement and make recommendations for improvement. *(Add hobby and bullet points).*

**General Prompts**

* I am trying to create a curated resume for the job posting below. Can you help me assess what the requirements are for the role, and identify some examples of important skills and experiences that I can highlight in a resume? *(Attach a job posting).*
* Based on the sample job posting provided below, assess my professional experiences, and provide rationale about whether or not I am a competitive candidate for this job. *(Add resume and sample job posting).*
* Point out where specific details and metrics could help enhance my achievements in these bullet points. *(Add bullet points).*
* You are a resume expert.  Provide a list of professional action verbs to help describe my experiences concisely and effectively based on the following bullet points: *(Add bullet points)*.
* Compare my resume to the job posting below. Highlight specific skills and experiences that align with the requirements. Place emphasis on their relevance. *(Attach job posting and resume).*

**Resume Checklist (Pre-CAC)**

Personal Contact Information

☐ Your name

☐ Your City/Province

☐ Your phone number

☐ Your University of Lethbridge e-mail address

☐ Social Media/Portfolio URL’s/MyExperience transcript link

Skills Summary

☐ 3-5 skills that you bring to the position

☐ Example(s) of how you demonstrated those skills (bullet point)

☐ Use quantitative data to support your examples if available

Education

☐ Full degree & major

☐ School name and City, Province (*Ex. University of Lethbridge| Lethbridge, AB)*

☐ Dates (start to present)

☐ State that you are a Co-operative Education Student

☐ GPA (if above 3.0)

☐ List up to 5 relevant course titles

☐ Awards (title and year)

Experience (Paid or Volunteer)

☐ Position title

☐ Organization name and City, Province/Country

☐ Dates (month/year to month/year)

☐ 3 bulleted accomplishment statements (Verb + Task + Result)

☐ Back up your achievements with figures, percentages, and data where possible.

☐ List your experience/employment history in reverse chronological order.

Certifications and Training***(optional)***

☐ Qualification title (Ex. First Aid/CPR, WHMIS, Driver’s License)

☐ City, Province/Country

☐ Dates (month/year)

Projects and Coursework***(optional)***

☐ Project & Course titles

☐ Institution (Ex. University of Lethbridge)

☐ City, Province/Country

☐ Dates (month/year)

☐ 1 bulleted accomplishment statement (Verb + Task + Result)

☐ Additional Information (Ex. Publication Link)

Leadership & Extracurricular Activities ***(optional)***

☐ Title

☐ City, Province/Country

☐ Dates (month/year)

☐ Brief (one sentence) description of role, responsibilities, and achievements

☐ Highlight teamwork, communication, and skills developed (if relevant).

**Cover Letter Checklist (Pre-CAC)**

# Conventions To Consider

 ☐ Targeted to a specific position/job posting

 ☐ Business letter format (left justified)

 ☐ **One page long** (approx. 4-5 paragraphs)

 ☐ Font size between 10.5-12

# Personal Contact Information

 ☐ Your name

 ☐ Your City, Province

 ☐ Your phone number

 ☐ Your University of Lethbridge e-mail address

 ☐ Date

# Employers Contact Information

 ☐ Employer’s name (or Hiring Manager if unknown)

 ☐ Employer’s job title

 ☐ Company name

 ☐ Company address

 ☐ Salutation (Ex. Dear (Employers Name) [or] Hiring Manager)

 ☐ Job title and employer competition number (if applicable). Do not quote internal job posting number.

Introduction

☐ State the position title and organization name (in full) that you are applying for.

☐ Express that you are a Co-operative Education student, and mention your program and year.

☐ Include 1 piece of information about the organization that you relate to and explain why you align with it.

☐ Optional: List 3 strengths you bring to the role.

# Body Paragraph(s)

 ☐ Identify 2-3 technical and/or transferable skills relevant to the job posting.

 ☐ Provide 1-2 concrete examples of how you have exemplified those skills in previous experiences (paid, volunteer, academic projects, or interest).

 ☐ Connect your experiences to the employer’s specific goals, activities, or outcomes outlined in the job posting.

Conclusion

 ☐ Summarize your suitability for the position in 1-2 sentences.

 ☐ Encourage them to contact you for further discussion and questions.

 ☐ End with “Sincerely,” followed by your name.

**References Checklist (Pre-CAC**)

Your references should be on a separate third page. Ensure your contact information on the reference page matches your other application documents.

References (minimum 2-3)

 ☐ Name

 ☐ Job title

 ☐ Company name

 ☐ City, Province/Country

 ☐ Phone number

 ☐ E-mail address

 ☐ Optional – Relationship to you (If they are in a new role, clarify your professional relationship to them. Ex. Supervisor at Walmart).

Note: Ideal references include individuals that performed a supervisory role and oversaw your work in a paid, volunteer, or academic setting. Avoid including friends or family members.

Revised: Aug 2023