AI Career Application Workbook

Build a truthful fact bank before using AI for resumes, cover letters, interviews, and offers

Truthful fact bank

- [ ] Role and employer: _____
- [ ] What I actually did: _____
- [ ] Tools or skills I personally used: _____
- [ ] Result I can support with evidence: _____
- [ ] Dates, numbers, team size, and scope I can verify: _____

Match the role

- [ ] Three requirements I genuinely meet: _____
- [ ] One requirement I partly meet and can explain honestly: _____
- [ ] One gap I will not hide or let AI invent around: _____

Story bank for interviews

- [ ] Situation: _____
- [ ] Action I personally took: _____
- [ ] Result: _____
- [ ] What I learned or would do differently: _____

Before submitting

- [ ] Every employer, title, date, credential, tool, number, and result is true.
- [ ] The document sounds like me and answers this role, not a generic template.
- [ ] I removed private details the AI did not need.
- [ ] I did not claim a skill or outcome only because it appeared in the job post.
- [ ] For an offer comparison, I verified salary, benefits, location, schedule, start date, and conditions from the written offer.

Use AI to organize and edit evidence you already have, never to invent qualifications.

Continue on H5W

Source guide: https://www.h5w.com/how-to-improve-your-resume-with-ai/

Improve your resume with AI: https://www.h5w.com/how-to-improve-your-resume-with-ai/

Prepare for a job interview with AI: https://www.h5w.com/how-to-prepare-for-a-job-interview-with-ai/

Information last verified: October 18, 2026. This resource is general educational guidance. Check current official rules and professional advice when the decision is high impact.