

JOB-READY WITH AI: RESUME, LINKEDIN & INTERVIEW COACH

Stand out faster—optimize your CV, LinkedIn profile, and interviewing and networking skills with AI.



LEARNING OUTCOMES:

By the end of this program, participants will be able to:

- Use AI tools to write professional resumes and cover letters that match job requirements.
- Improve LinkedIn profiles with AI-generated summaries and keywords.
- Practice common interview questions with AI-based simulations and coaching prompts.
- Learn to use AI to explore job openings and tailor applications faster.
- Present themselves confidently in interviews using AI-aided preparation techniques.

COURSE OUTLINE:

Day 1 – Resume and Cover Letter Reimagined

Theme: “Let AI help you present your best self.”

- Understanding job descriptions and keywords.
- Writing and formatting resumes using ChatGPT and Word templates.
- Generating strong achievements and career summaries.
- Creating personalized cover letters with AI guidance.
- Practice: Rewrite your resume with AI suggestions.

Day 2 – Strengthen Your Online Profile

Theme: “Make employers find you, not the other way around.”

- Enhancing LinkedIn profiles with AI-written headlines and summaries.
- Writing professional “About Me” and key skills sections.
- Posting short LinkedIn updates or career reflections using AI.
- AI tools for job searching, application tracking, and follow-ups.
- Practice: Publish your improved LinkedIn headline and summary.

Day 3 – Interview Coaching with AI

Theme: “Practice, prepare, and perform confidently.”

- Using AI to generate and answer interview questions.
- Practising communication and storytelling through mock sessions.
- AI-generated feedback on tone, clarity, and confidence.
- Understanding ethical AI use during recruitment.
- Mini Task: Mock interview simulation and feedback session.

TARGETED PARTICIPANTS:

Fresh grads, return-to-work professionals, career switchers, retirees re-entering work.

DURATION:

3 days × 7 hours (21 hours)