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Using
Artificial Intelligence
in Job Applications

At Atkinson HR, we believe that AI has a valuable role to play in helping candidates craft strong applications and that its use shouldn't be demonised. This guide is designed to help you use AI intentionally and effectively, so your applications are not only polished and competitive, but also authentic, creative, and reflective of your personality.

What is AI?

The growing use of Artificial Intelligence (AI) in the workplace is a hot topic—especially when it comes to recruitment and selection.

Artificial Intelligence (often referred to as AI) refers to computer systems that carry out tasks that would usually require human knowledge or intelligence. It is becoming an increasingly popular tool in the workplace, particularly in helping to streamline and optimise tasks.

AI Can Support You, But It Isn't You!

AI can be a fantastic tool that provides guidance & feedback to candidates on job applications. However, from a hiring manager's perspective, it's often easy to tell when AI hasn't been used effectively. Common giveaways include leaving in quotation marks or ChatGPT's generic feedback, hyperbole, or the repeated use of buzzwords like "fostered" throughout the application.

Whilst AI can help you improve job applications – it shouldn't be used to write applications. By thinking of AI as an assistant that can suggest structure, wording and improvements, you will ensure that the ideas, examples and tone of voice in your application remain truly yours.

Using AI well means applying your own critical thinking to what it suggests, it's about making sure that your application is written *with* AI rather than *by* AI,

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Our Top Tips on Using AI for a Winning Application

Building a Strong Application Foundation

Have you ever been keen to apply for a job but had no idea where to start? That's where AI comes in! Utilising AI as a tool to generate ideas about how your experience aligns with the job role and application questions is a great way to start to build your confidence in understanding how your skills, knowledge and experience make you a great candidate for the role. The goal here isn't to get AI to do the writing for you, but to work with AI to build a strong foundation for your application.

Creating a Compelling Structure

Once you've generated ideas on how your experience aligns with the job role and any application questions, AI can help you create themes that structure your writing in a more persuasive and logical way. You can start by trying this helpful prompt:

Based on this job description and [application questions], what are the top 3 themes that I should focus on to align my knowledge, skills, and experience with what the recruitment panel are looking for?

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AI as your First Draft's Best Friend

Once you have written your first draft using AI's helpful themes, you can run your draft through AI to improve its readability and structure. AI can add value in helping to polish your language and ensure that your ideas are clearly articulated. Ask for feedback on tone, clarity or structure, or use the following prompt:

> You are a member of the selection panel for the role of [insert job role], based on the job description and selection criteria provided, please review the following job application and provide an assessment of the candidate's suitability. Highlight strengths, potential concerns, and how well their experience and qualifications align with the role. Where relevant, suggest areas for improvement or clarification.

Polishing Your Pitch

In your final stage of application writing, AI can help you catch typos, grammar issues, and awkward sentences. You can also use it to improve readability by simplifying overly complex language by using prompts such as:

- Please suggest improvements to increase clarity and engagement.

- Which sentences or phrases might be too formal or too casual for this context?

- Can you suggest improvements to make this application more concise and engaging?

Remember, don't rely solely on AI for proofreading. Always make sure that you give your application a final read before submitting it or ask someone you trust to review your application.

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Now What?

Let this resource be a guide to help you make AI work **for** you not **instead** of you.

Reflect on how you currently approach writing job applications. How confident do you feel in using AI in a way that supports your ideas, strengthens your structure, and enhances clarity without losing your own voice?

What could you improve? Consider how you might use AI more intentionally to save time, get feedback, or brainstorm creative ways to present your skills and experience.

What will you do next? Take the first step by using the prompts in this guide on your next application. Keep experimenting with how AI can support your process, but don't forget to make sure the final product is yours!

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