AI for Job Seekers

Overview

AI tools are now part of many job searches. They can **help you** write applications, cover letters, and resumes. Some employers might use AI tools to review applications. These tools can help job seekers save time, understand job postings, create application materials, prepare for interviews, and stay organized. AI can be used as a tool to **support your job search**, not replace your own judgment, experience, or voice. AI works best when **combined with your skills, knowledge, and experience.** Always review and personalize AI-generated content to make sure it reflects your own skills, experience, and voice before using it in your own job search.

How to use this guide:

- Learn what AI is and how it works.
- Understand different ways AI can help you understand job postings, prepare applications, prepare for interviews, and organize.
- Recognize the risks and limitations of AI tools.
- Explore tips for using AI safely, responsibly, and effectively.

Disclaimer

This resource is provided for educational and informational purposes only. It is intended to support workplace accommodation discussions and does not replace legal advice, organizational policies, collective agreement requirements, occupational health and safety obligations, or applicable accessibility, human rights, labour, or employment legislation. Employees should consult the appropriate workplace resources, Human Resources

representatives, union representatives (where applicable), or legal professionals for guidance specific to their situation.

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What Is AI?

AI stands for **artificial intelligence.** AI can be computer software that can do tasks which usually take **human thinking**, like writing or answering questions. Generative AI tools, such as ChatGPT or Gemini, create text, audio, images, and other content based on short instructions that you type in. These instructions are called prompts. Many AI tools are free to try. AI tools can save time, but they can also make **mistakes**. It's important to check its responses.

Why Is AI Important for Job Seekers?

AI is changing job roles and the skills that employers look for. Employers may also use AI tools to review applications. Ontario Ministry of Labour, Immigration, Training and Skills Development (n.d.) states that since January 2026, employers in Ontario with 25 or more employees must say in their public job posting if they use AI to review or select applicants. Workers who can combine human skills, such as teamwork and creativity, with basic AI knowledge are in a good position in today's job market.

Learning how to use AI tools can help you with job applications and prepare you for today's job market. AI tools work best when combined with your own skills, experience, and judgment. Knowing how employers review applications can help you tailor your resume and cover letter more effectively. Using **clear headings** and including **keywords** from the job posting can make it easier for employers and AI review tools to identify your skills and experience.

How Can AI Help Your Job Search?

Finding Jobs

AI tools can explain a job posting in simpler words and it can find the most important information or main skills a job posting is asking for. You can take these skills and compare them with your own.

For example: "Explain this job posting in plain language. List the main duties, required qualifications, and application deadlines."

Applying

AI tools can write a first draft of a resume or cover letter using information you give it. AI can also check your spelling and grammar when writing a cover letter, resume, or even email. This can help you sound more professional.

Getting Ready for Interviews

AI tools can help prepare you for interviews. You can ask AI to act as an interviewer and ask you practice questions. AI tools can also give you feedback on your answers and help you improve.

For example: “Ask me one practice interview question at a time for an office assistant job. Wait for my answer, then suggest how I can make it more clear. Do not add experience I have not described.”

Staying Organized

AI tools can help you stay organized by breaking a big task into smaller steps. It can also help you make a weekly job search plan. Some AI tools can even let you speak instructions and responses instead of typing. They can even read text out loud.

For example: “Help me create a weekly job-search plan. I have 30 minutes available each weekday. Break tasks into small steps and include time to review my applications.”

What Should You Watch Out For?

Mistakes

AI tools can make mistakes. It can sound sure of itself but still be wrong. It is important to check every fact, date, and company name. Do not rely on AI tools as your only source of information.

Privacy

Share only information needed to complete the task and never provide sensitive and personal information. This includes your social insurance number (SIN), banking details, full address, and health information.

Your Own Voice

Employers want to hear from you. This includes your own opinions and ideas. Replace general statements with real examples from your work, education, or volunteering. You can edit AI drafts, so they include your own voice and ideas before submitting your application.

Honesty

Review AI drafted work to make sure it doesn't add skills or experiences you don't have. Make sure everything you include is true and based on your actual experience.

Accessibility

Some AI tools may not work well with screen readers or other assistive technology. If one AI tool doesn't work for you, consider trying another one.

How Can You Use AI Safely and Well?

- When directing AI tools, be clear about what you want. Say what you need, who it is for and how long it should be.

  For example: "Write a short cover letter for an office assistant job. Use the work history below. Keep it under 250 words and use clear language. Do not create new skills, qualifications, or experience."

- You can add your information (but keep in mind, don't provide personal and identifying information). You can provide your work history, skills, and goals.
- Read every word before you send anything. You can also ask someone you trust, like an employment counsellor, to look over your application.
- Check the job posting and application instructions for any rules about using AI. If the rules are not clear, ask the employer for clarification. Some employers may ask applicants to not use AI tools.
- Sharing information about a disability is always your choice. You are not required to tell an AI tool or employer unless you want to.

Scenario: Alyssa's Job Search

Alyssa is a job seeker with a disability. She's applying for office jobs. Writing cover letters takes her a lot of time and energy. She uses a free AI tool to explain a job posting in plain words and list the main skills it asks for.

Alyssa types in her own work history and asks the tool for a first draft of a cover letter. The draft says she has five years of experience with Microsoft Word, but she knows she has two years of experience. Alyssa fixes the error. She also rewrites the opening of the cover letter, so it sounds more like her.

The job posting says the employer uses AI tools to review applications. Alyssa makes sure her resume uses clear headings and includes words from the posting that truly match her skills. Before she applies, she asks her employment counsellor to review everything. She feels more ready and confident.

Key Takeaways

- ✓ AI can be a useful tool for job seekers, but it should not replace your own judgment.
- ✓ Always review AI-generated content for mistakes and make sure the information is accurate.
- ✓ Protect your privacy by avoiding the sharing of sensitive personal information.
- ✓ Use your own voice, experiences, and ideas when creating job applications.
- ✓ Keep all information honest and truthful, and follow any employer requirements about AI use.

Who Can Help

CCRW is Canada's leading organization on disability and work, promoting and supporting meaningful and equitable employment for persons with disabilities. We work with others to build skills, share ideas, and create more accessible employment opportunities.

Untapped Talent is CCRW's inclusive employment hub, connecting employers and job seekers with tools, resources, and opportunities that advance disability-inclusive employment.

CCRW and Untapped Talent can support job seekers in building their AI skills and confidence with technology. CCRW offers free Skills for Success eLearning courses for job seekers, including:

- Writing Effective Professional Emails
- Create a Professional Digital Footprint
- Writing a Disclosure Statement
- AI in Action
- AI & Accessibility
- and more

Job seekers with disabilities can also work with the CCRW's Employment Services staff to build a personal training and job search plan. Are you ready to build your digital skills? Start with CCRW's free eLearning courses!

CCRW

Website | LinkedIn | Instagram | Facebook

Contact number: 1-800-664-0925

Untapped Talent

Website | LinkedIn | Instagram | Facebook

www.untappedtalent.ca

Reference

Ontario Ministry of Labour, Immigration, Training and Skills Development. (n.d.). *Requirements related to publicly advertised job postings*. In *Your guide to the Employment Standards Act*. Government of Ontario. https://www.ontario.ca/document/your-guide-employment-standards-act-0/requirements-related-publicly-advertised-job