

Week 2 | Session 2 • Semana 2 | Sesión 2

Week 02 Session 02 Lesson

Match your resume to one job and write a short cover message.

Mejora una respuesta de ChatGPT y compara dos versiones.

AI 101: AI in Your Life

Today You Can:

Hoy puedes:

Match your resume to one job and write a short cover message.

Mejora una respuesta de ChatGPT y compara dos versiones.

Key Words for Today

Palabras clave de hoy

keyword

palabra clave

tailor

match

cover message

requirement

highlight

Demo: Try These Prompts

Demostración: Prueba estos mensajes

TRY THIS:

PRUEBA ESTO:

▶ Read this job post for a front desk role in Bonita Springs. List the 5 most important keywords.

▶ Use these keywords to improve my resume summary. Keep it honest and simple.

▶ Write a short cover message for this job. Use friendly, professional English. 90 words max.

Follow These Steps

Sigue estos pasos

1

Read one job post.

Haz una pregunta útil a ChatGPT.

2

Circle or copy 3 to 5 important keywords.

Lee la primera respuesta.

3

Ask AI to improve one part of your resume using those words.

Pide un nuevo formato o inglés más sencillo.

4

Ask AI for a short cover message under 90 words.

Pide una segunda versión.

5

Check that everything is true and clear.

Compara las dos respuestas.

Guided Practice

Práctica guiada

- As a class, highlight required skills, schedule, and customer service words in one posting.
- Pairs choose which resume bullet best matches the posting and revise it if needed.
- Teacher models a short cover note that sounds warm but not too casual.

Independent Practice

Práctica individual

- Students pick one real or sample job post.
- Students tailor one summary line and two bullets.
- Students draft a short cover message and remove any information they do not want to share yet.

Try This Now

Prueba esto ahora

TRY THIS:

PRUEBA ESTO:

- ▶ List the key words in this job post.
- ▶ Tailor my summary for this role without changing the truth.
- ▶ Write a short cover message in simple professional English.

If you need more to do

Si necesitas más por hacer

- Pick a second job post and list 5 keywords. Ask AI to weave 3 of them into your summary.

Pide a ChatGPT un plan de fin de semana para dos personas. Luego pide el mismo plan como lista numerada.

- Ask AI to write two cover message openings: one formal, one friendly. Choose which fits the job better.

Pide 3 ideas de cena sencillas y luego pide un segundo conjunto sin carne.

- Take one resume bullet and ask AI to rewrite it 3 ways for 3 different job titles.

Pide a ChatGPT que te dé dos versiones de un consejo: una formal y una amigable.

- Ask: "What should a 90-word cover message include? Give me a simple checklist."

Pide una lista corta de actividades locales gratis y luego pide acortarla a las 3 mejores.

- Compare: paste the same job post into Perplexity and ChatGPT. See which gives clearer keyword suggestions.

Compara: pide una receta en párrafo y luego pide la misma en pasos.



Safety Reminder

Recordatorio de seguridad

Do not share passwords, ID numbers, bank details, or private health records with AI tools.

No compartas contraseñas, números de identificación, datos bancarios ni información médica privada con herramientas de IA.

Before You Leave Today

Antes de irte hoy

Student shows 3 keywords from a job post and one tailored resume line.

Muestra dos versiones de una respuesta y explica una diferencia.