

AI IN JOB SEARCH

Smarter Tools, Better Results

Technology is changing how employers recruit. Many organisations use AI systems to scan and filter CVs and application forms before a human reviews them.

How AI Scans CVs

AI systems (also known as Applicant Tracking Systems) look for:

- Keywords from the job description
- Relevant skills and experience
- Clear and organised formatting

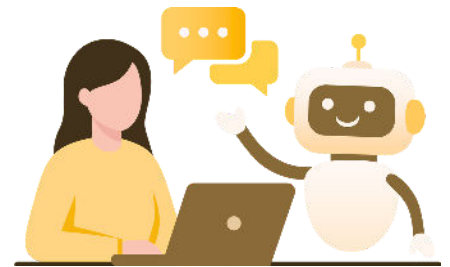


If your CV is not tailored, it may not be seen by an employer

Why Tailoring is Important

Tailoring helps you:

- Pass AI screening
- Show relevance to the role
- Increase your chances of shortlisting



AI Can Help If You Use It Well

Using AI Tools

AI can be a great tool when used properly. It can help you:

- Improve your CV wording
- Match your skills to job requirements
- Prepare for interviews

Always:

- Check everything is accurate
- Make it sound like you
- Keep it true to your real experience

Do not:

- Copy and paste without checking
- Include skills you don't have

Use AI Responsibly

AI should support you, not replace you.



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Keep Formatting Simple

Your CV needs to be easy to read for both people and AI systems.

- Avoid images and graphics
- Use clear section headings
- Stick to standard, easy-to-read fonts



Match the Job Description

Make your CV work for the role you're applying for. Start by putting your most relevant skills first and adjust your personal statement so it clearly reflects what the employer is looking for.



Before you apply, make sure to:

Tailor your CV to the job, include keywords from the advert, keep the layout clear and simple, and check everything carefully before sending.

Improve Your Applications Further

Rather than create a list of experiences ask AI to help you demonstrate what skills you have relevant to the job vacancy

Retail / Customer Service

-  "Worked in a shop"
-  "Provided customer service and supported daily shop operations as part of a team"

Education / School

-  "Did well in school"
-  "Achieved GCSEs including Maths and English, demonstrating strong organisation and commitment"

Teamwork

-  "Good at teamwork"
-  "Worked as part of a team to complete group tasks and meet deadlines"

Time Management

-  "Good at managing time"
-  "Balanced schoolwork and part-time responsibilities to meet deadlines consistently"

General Work Experience

-  "Did work experience"
-  "Completed work experience, gaining insight into workplace expectations and developing teamwork skills"



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