

INTERMEDIATE

AI for Your Career

CVs, cover letters, interviews, LinkedIn and learning new skills

Free guide

About 14 minutes to read

tanimawoai.com

Free AI training every Sunday
with Dr. Daniel Tanimawo

Use AI as your career coach

AI can help you present your experience clearly, prepare for interviews and plan new skills. It works best when you give it **real details** about your experience. It should never invent experience you do not have.

Your CV

TRY THIS PROMPT

Act as a recruiter. Here is my experience: [jobs, dates, duties]. Rewrite each job as 3 strong bullet points starting with action verbs, with results where possible. Do not invent anything.

TRY THIS PROMPT

Here is a job advert: [paste]. Here is my CV: [paste]. List the skills the job wants that my CV does not show clearly, and suggest honest ways to highlight them.

Weak bullet	Stronger bullet
Responsible for customers	Served 60+ customers daily and resolved complaints on the spot
Did social media	Grew the shop's Instagram from 300 to 2,100 followers in 6 months
Handled cash	Balanced daily cash of up to N500,000 with zero shortages in 12 months

Cover letters

TRY THIS PROMPT

Write a cover letter for [job] at [company] using my CV: [paste]. Warm and professional, under 250 words, mention why I want this company.

- Edit the result so it sounds like **you**. Add one specific, true story.

Interview practice

TRY THIS PROMPT

Act as an interviewer for a [job]. Ask me 6 questions one at a time, including 2 behavioural questions. After each answer, give me one specific way to improve it.

TRY THIS PROMPT

Help me answer "Tell me about yourself" in under 1 minute for a [job] role, using my background: [details].

The **STAR method** makes answers clear: **S**ituation, **T**ask, **A**ction, **R**esult.

LinkedIn

TRY THIS PROMPT

Write a LinkedIn headline and an "About" section for me. I am a [role] with [experience] who wants to move into [goal]. Friendly and professional.

TRY THIS PROMPT

Give me 10 ideas for LinkedIn posts about what I am learning in AI.

Learn new skills faster

TRY THIS PROMPT

I want to become a [target job] in 6 months. I know [skills]. Make a month-by-month learning plan using free resources, 1 hour a day.

TRY THIS PROMPT

Quiz me on [skill] with 10 questions, then explain the ones I get wrong.

Career skills that matter with AI

- Writing clear prompts and checking AI output
- Data basics: spreadsheets and simple charts
- Communication and customer care
- Digital marketing and content creation
- Problem solving and good judgement

Honesty rule: use AI to describe your real experience better. Never let it invent jobs, degrees or results. Employers check.

Job search checklist

- ☐ My CV is tailored for each job, not one copy for all.
- ☐ I have practised my 1-minute introduction out loud.
- ☐ I have 3 STAR stories ready.
- ☐ My LinkedIn photo, headline and About section are complete.

Keep learning, free

Join the free live AI class every Sunday at 8 PM Nigeria time with Dr. Daniel Tanimawo. Register at tanimawoai.com, watch past classes on the Replays page, and download more free guides.

Share this guide with a friend who wants to learn AI.