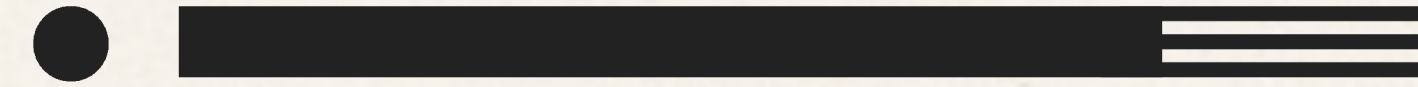


2024/11/06



AI CAREER ACCELERATOR .

AI Job Application Hack: From Resume to Hired

PROJECT:
Gen-AI Seminars

PRESENTED BY:
Lefinno Kwok





1 in a 100 response

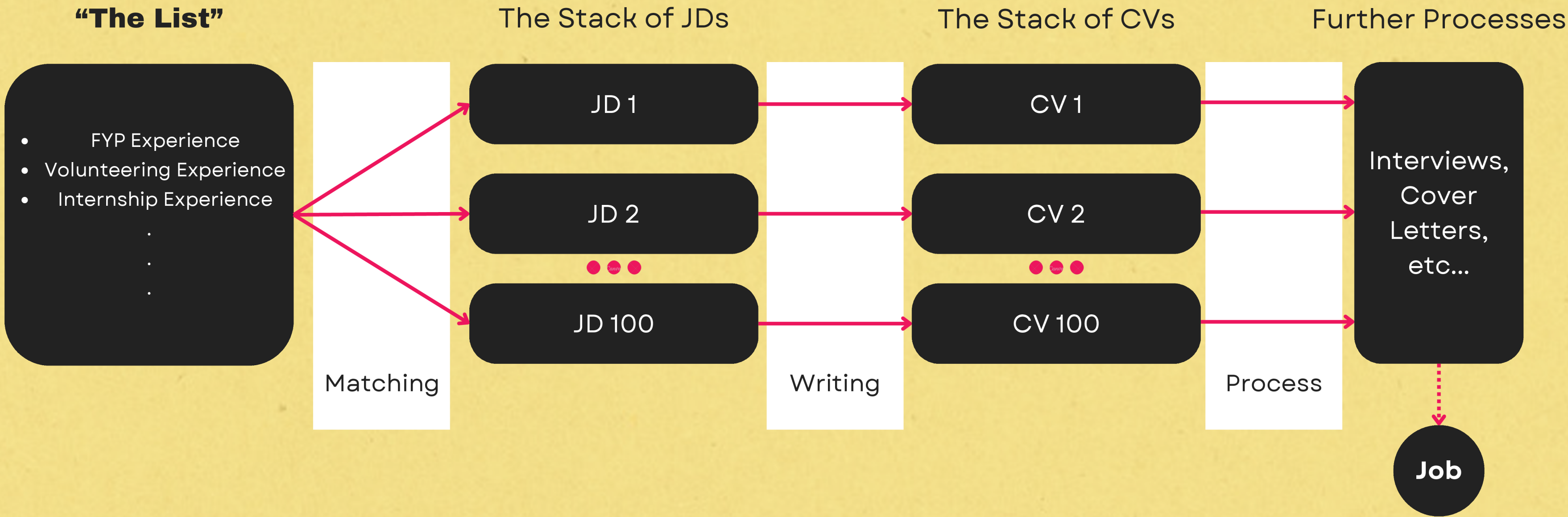
Tell me you haven't been here...

JD: Job Description



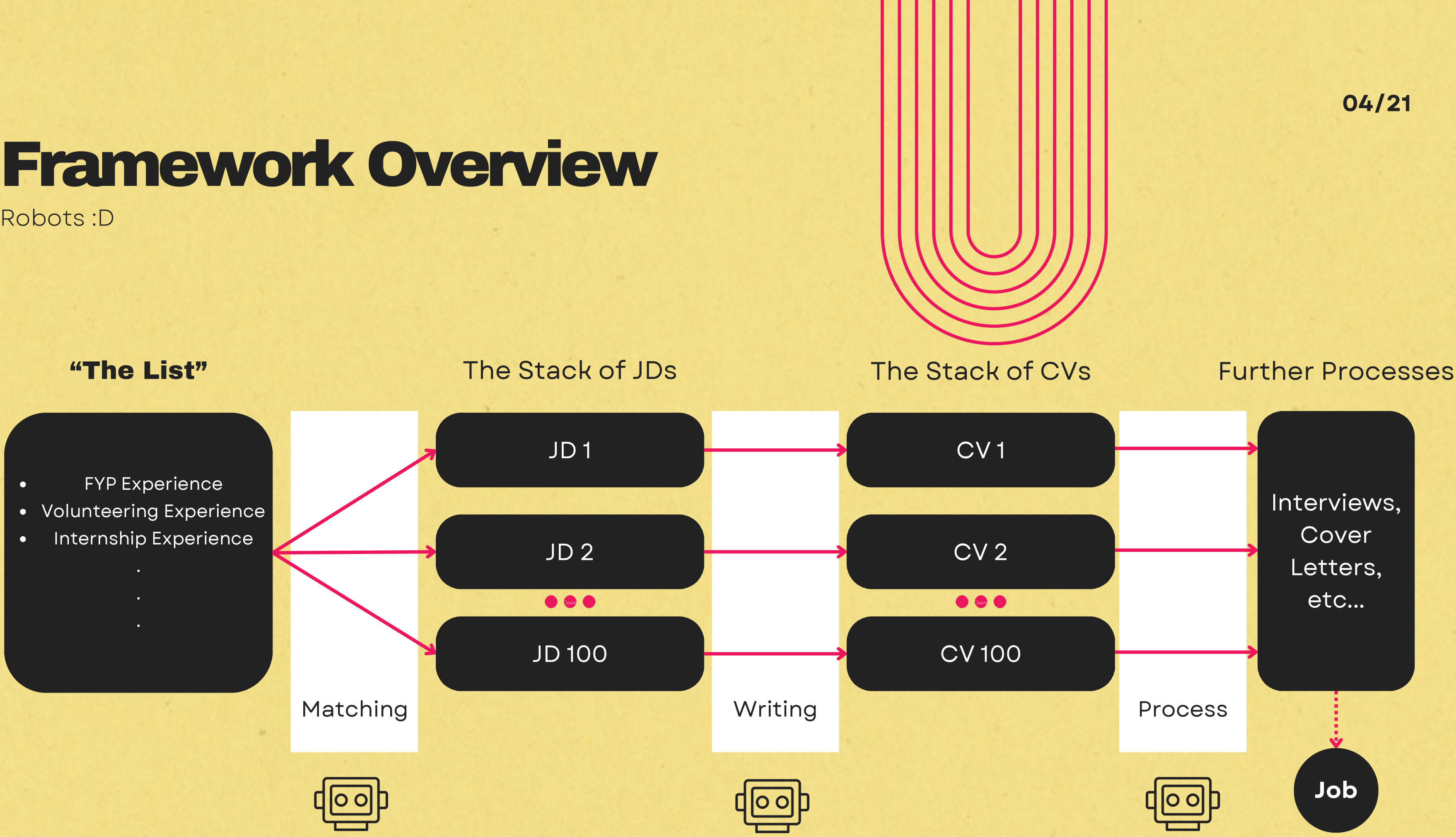
Framework Overview

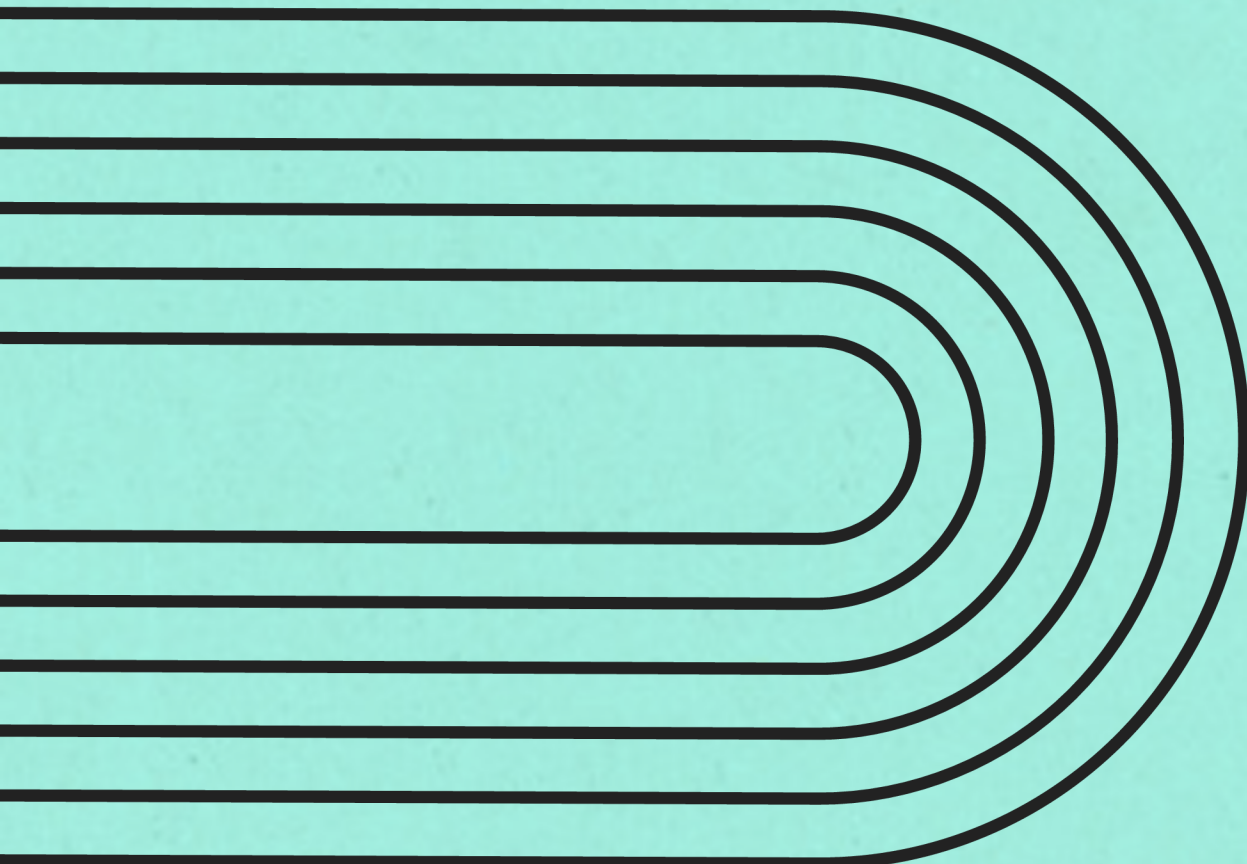
This is how it's gonna work



Framework Overview

Robots :D





The List

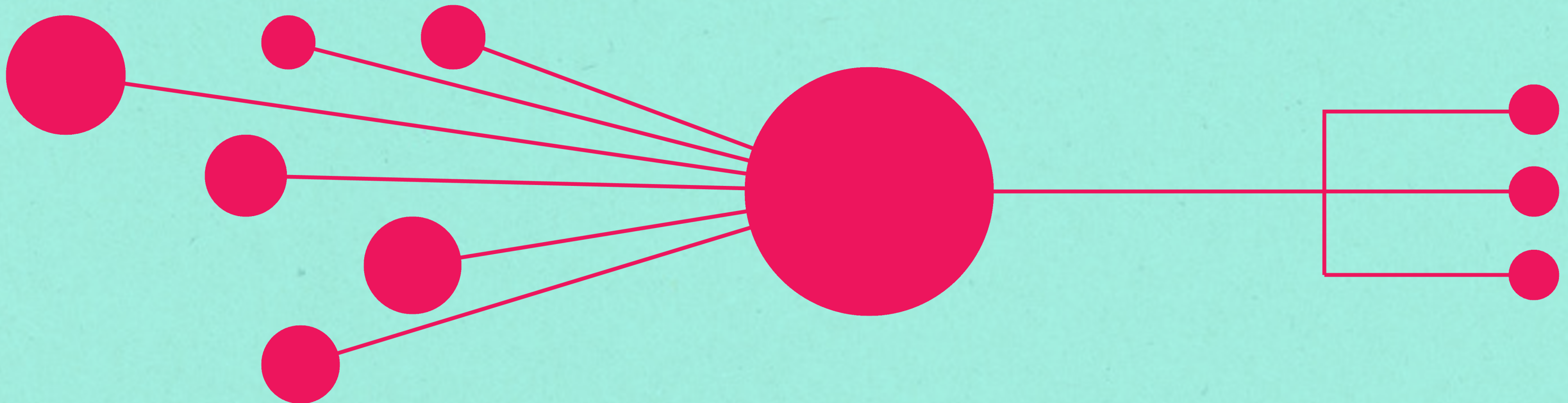
The basis and backlog of all your experiences

The List | The Idea

06/21

Consolidate all of your current resources in one, single, manageable place.

Before picking and selecting out the suitable ones.



The List | The Structure

Here is the structure of the list, you can modify or simplify it to suit your needs

- **Work Experiences**

Role | Company | Dates | Achievements | Tags

- **Volunteering & Academic**

Position | Institution | Dates | Achievements | Tags

- **Projects**

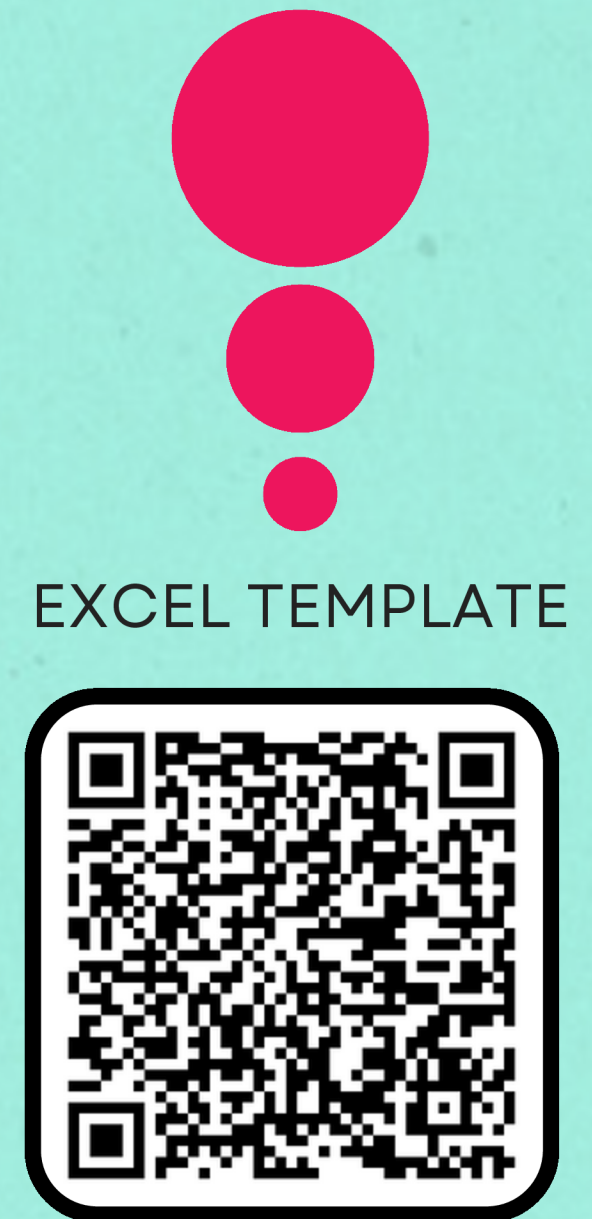
Role | Project Name | Achievements | Skills | Tags

- **Skills**

Skill Name | Proficiency | Duration | Use Case | Cert.

- **Awards**

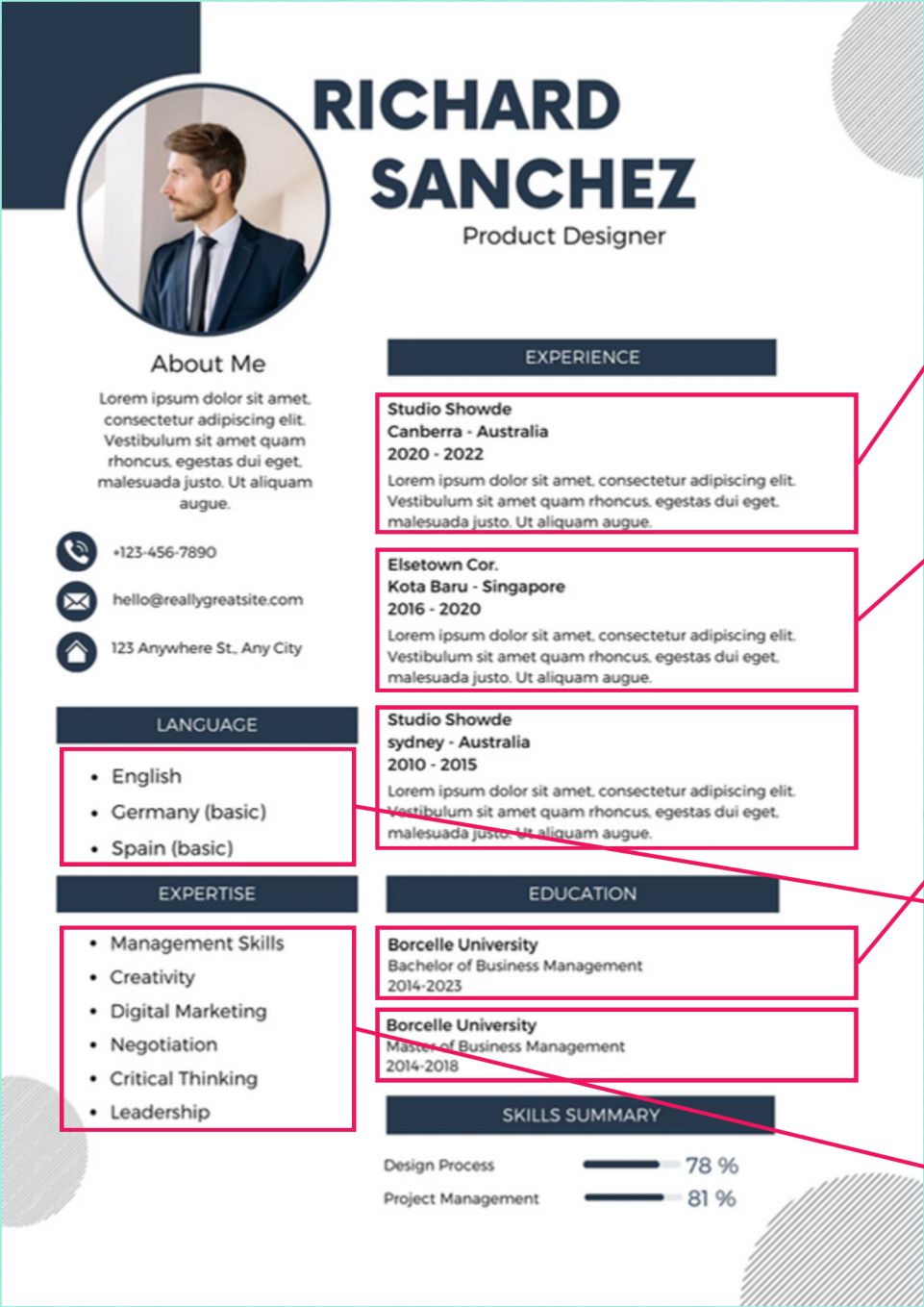
Title/Rank | Institution | Year | Field | Level



The List | Step 1

08/21

Just copy it from your CV, Into Excel



Work Experiences

Intern | HSBC | July 2023 | 20% Increase in Sales | Finance, Banking

Projects

Technical Lead | Application of LLM on Qualitative Emotional Data Analysis | Accelerated Emotional Data Analysis by 300% | Python | ---

Volunteering & Academic

Bachelor of Social Sciences | HKU | 2022-2026 | 2nd Hon. | Academic

Skills

Legal Document Comprehension | Adept | 3 Years | Moot Trial | ---

Skills

French | Basic | 1 Year | Day to Day | ---

The List | Step 2

09/21

Now that you have a frame of reference, put more stuff in!

Work Experiences

Intern | HSBC | July 2023 | 20% Increase in Sales | Finance, Banking

Projects

Technical Lead | Application of LLM on Qualitative Emotional Data Analysis | Accelerated Emotional Data Analysis by 300% | Python | ---

Volunteering & Academic

Bachelor of Social Sciences | HKU | 2022-2026 | 2nd Hon. | Academic

Skills

Legal Document Comprehension | Adept | 3 Years | Moot Trial | ---

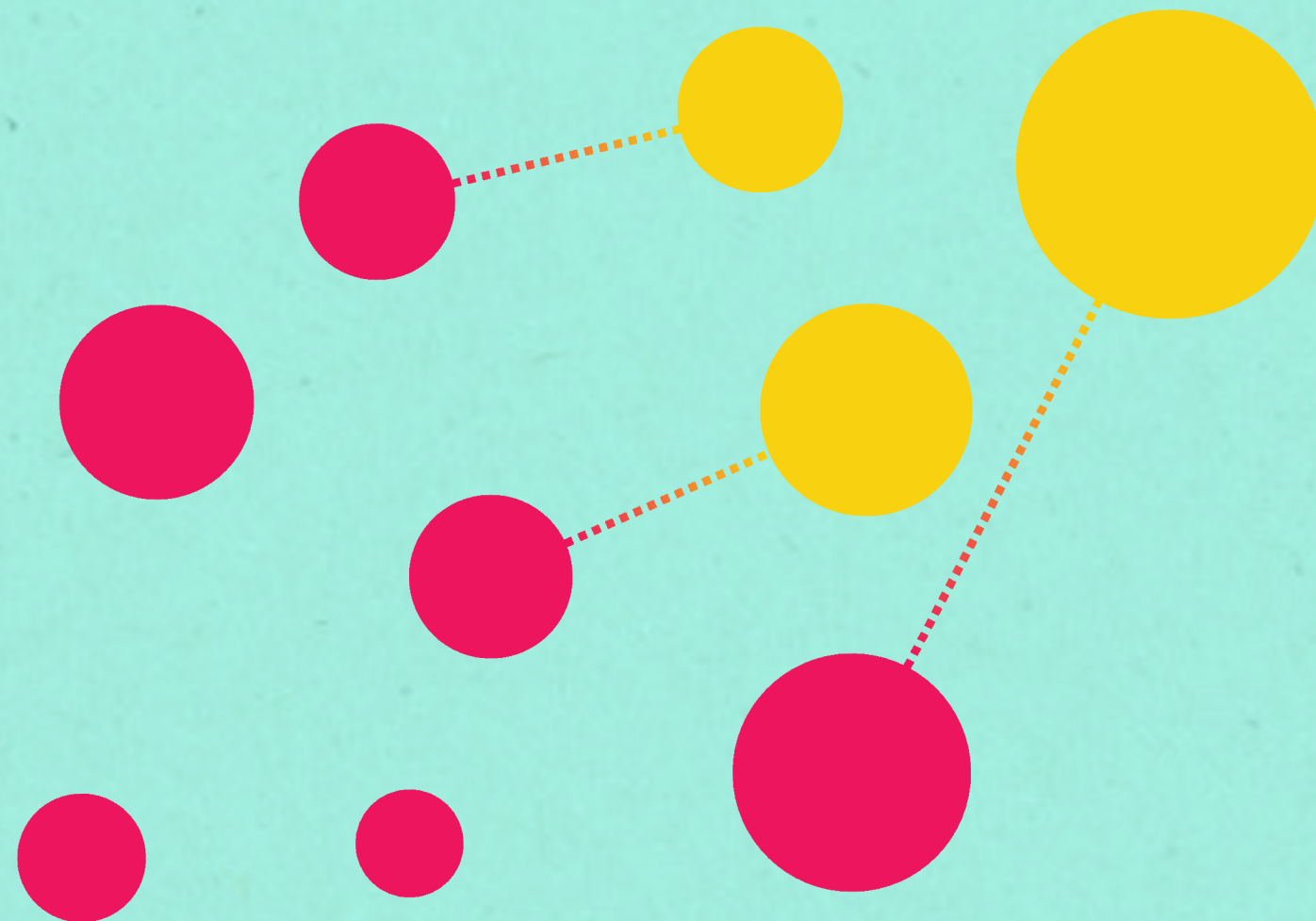
Skills

French | Basic | 1 Year | Day to Day | ---

The List | Step 3 (Optional)

10/21

See what is missing. Plan out what you need or want to add onto it in the future





Job Description and Tailoring CVs

Start Building and Applying

JD & CV | The Idea

12/21

With Prompt Engineering and Gathered Data, the LLM can Match the experiences to a Job Description



JD & CV | The Structure

12/21

All you need here, are prompts, and the LLM will do the rest for you!
We will now go through the prompts together

RESOURCE

PROMPT TEMPLATES



JD & CV | Step 1

13/21

Go search for a job listing that you are interested in, and copy it over to the prompt, then, copy your excel tables over as well.

	A	B	C	D	E	F	G	H	I	J	K
1	Index	Position	Institution	Start Date	End Date	Achievement 1	Achievement 2	Primary Tags	Secondary Tags	Field	Ranking
2	VA002	Lab Assistan	University Y	2022-09	2023-04	Assisted in robotics	Organized workshop	engineering, robot	teamwork, teaching	Engineerin	3
3	VA003	Peer Tutor	University Y	2023-01	Present	Tutored 20+ student	Created learning m	education, progr	python, mentoring	Computer	3
4	VA004	Engineering	University Y	2022-09	Present	Led community out	Increased club men	leadership, com	event planning, prom	Engineerin	4
5											
6											



[Experience Goes Here]

JD & CV | Step 2

14/21

Analyze the returned prompt to see how you would have to plan your CV, then fill in the respective information into your chosen CV template

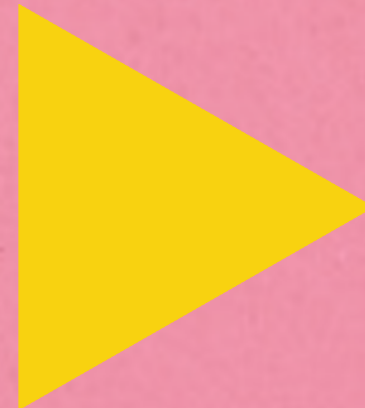
- **Secondary:** WE001 (Intern Developer)
- **Relevance Score:** 4
- **Suggested Rewording:** "Reduced energy waste by 30% through optimized code, demonstrating capability to enhance performance for low-cost edge devices."

For Collaboration and Stakeholder Interaction

- **Primary:** VA004 (Engineering Club Officer)
- **Secondary:** WE001 (Intern Developer)
- **Relevance Score:** 3
- **Suggested Rewording:** "Led projects and collaborated across teams to develop new functionalities and user engagement, aligning with stakeholder requirements and objectives."

For Knowledge Sharing and Technical Reviews

- **Primary:** WE001 (Intern Developer)
- **Secondary:** VA003 (Peer Tutor)
- **Relevance Score:** 4
- **Suggested Rewording:** "Facilitated knowledge transfer through active participation in technical reviews and peer tutoring sessions."



Key Experience

Smart Energy Meter Contributor, University Y, 2023-2024

- **Developed** IoT solution that **reduced energy waste by 30%**, demonstrating significant cost savings and sustainability impacts.
- **Optimized** system code to enhance performance, preparing for scalable deployment on low-cost edge computing devices.
- **Collaborated** with cross-functional teams to ensure the system met technical specifications and business requirements.

Intern Developer, Innovatech, San Francisco, May 2023 - August 2023

- **Reduced** bug rate by 20% through meticulous code reviews and **enhanced testing implementations.**
- **Participated** in pair programming and conducted code reviews, fostering a collaborative team environment.
- **Resolved** technical issues efficiently, providing critical implementation support for key system deployments.

Engineering Club Officer, University Y, September 2022 - Present



Extension 1

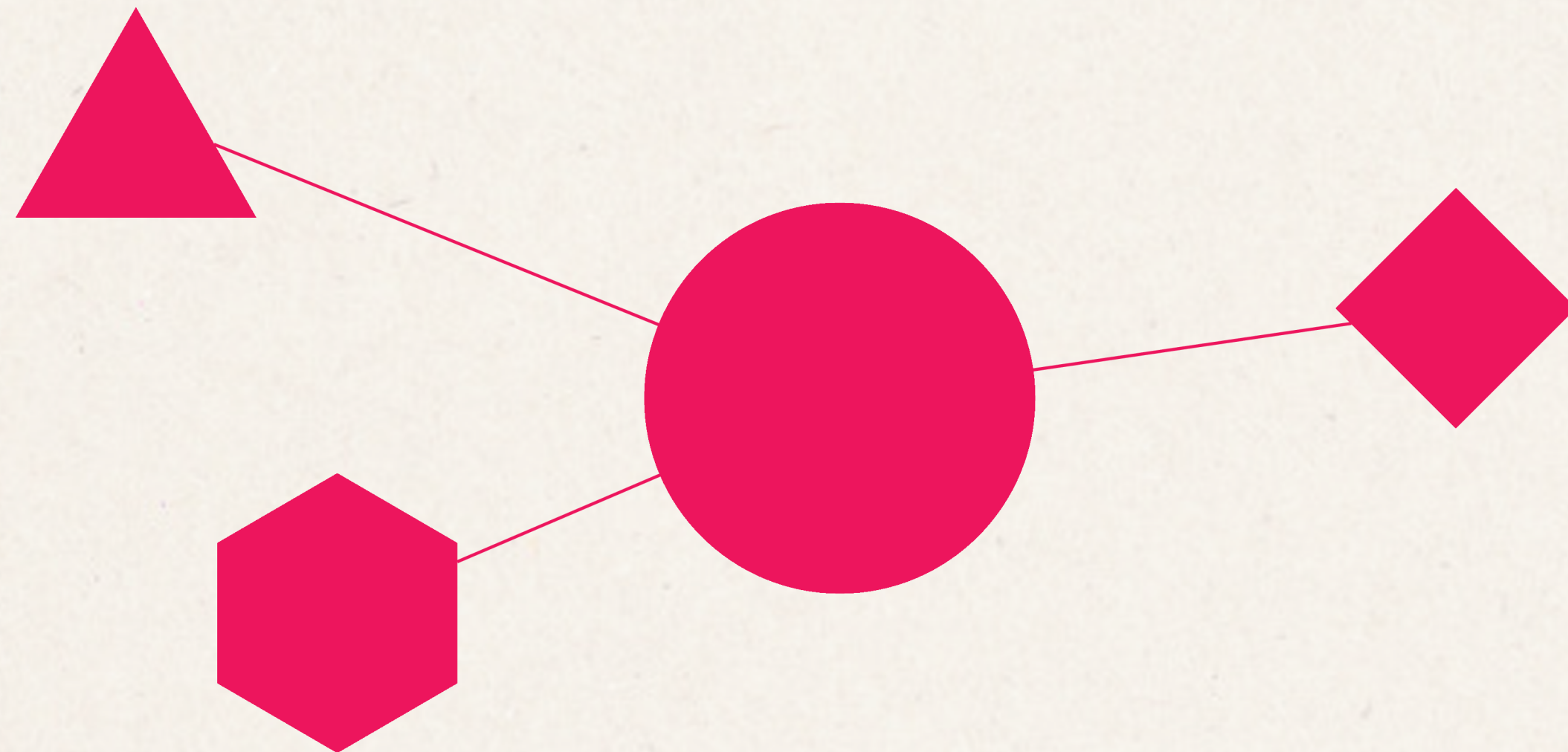
Cover Letters

How to use the same process to generate more materials

Extension | The Idea

16/21

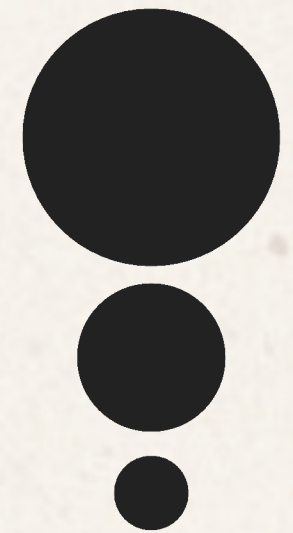
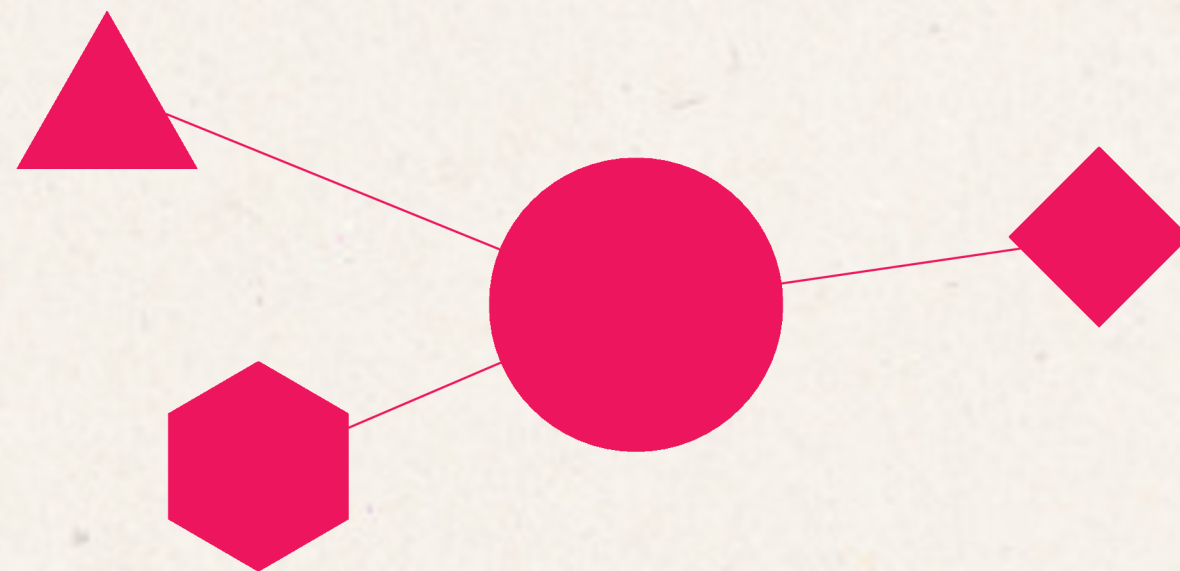
With the basis of CV generation, narrative recommendation, and the information that you already have (the list). You can generate more extension materials for the same job to increase your chances.



Extension | The Structure

17/21

This will be another prompt template for you to fill in and edit according to your own needs.



PROMPT TEMPLATES





Automation with Scripts and Tech

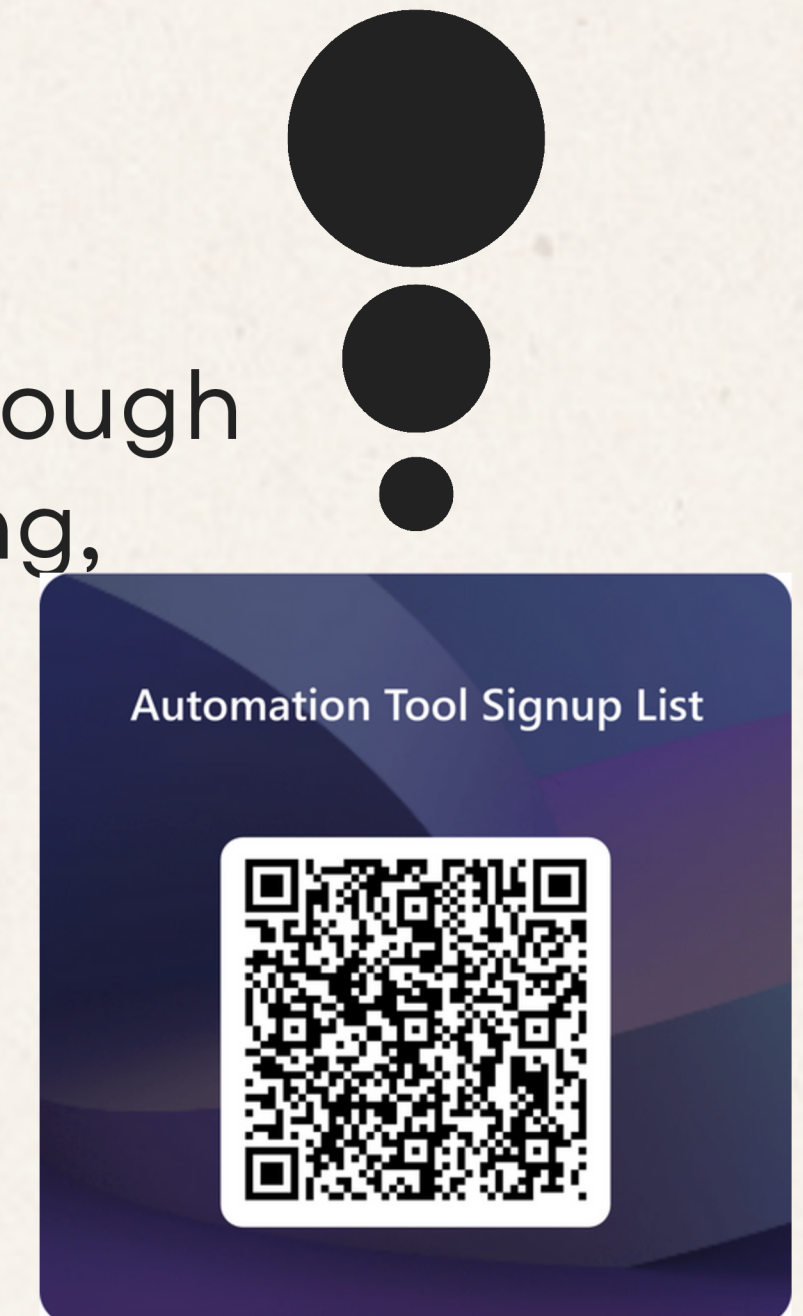
Make your life way more easier

Automation

19/21

I've built some scripts and automation tools to make my life easier managing my own experiences, track the jobs, JDs, and the application progress, as well as some simple prompting functions.

I want to implement a toolset to share with y'all, although I do need some extra time to have this up and running, as well as polishing some of its ui and features, you can get a notification here on when it's gonna be ready~



Automation - Job Profile

19.1/21

Search here

Rachelle Beaudry

@reallygreatsite

Nam Fung Properties - Management Trainee

Application Profile

Applied

Interview

Status

On-going

Application URL

https://www.nanfong.com/en/

Job Description

As a Management Trainee at Nam Ung Properties, you will be engaged in a comprehensive training program designed to equip you with the necessary skills and knowledge to contribute effectively to all facets of our real estate management operations. You will work closely with senior managers to gain expertise in areas such as project management, sales, client relationship management, and strategic planning.

Key Responsibilities:

• Rotate through different departments to gain perspective, including marketing, sales, customer service, and finance.

• Assist in the development and implementation of business strategies.

• Analyze data to help drive business decisions.

• Participate in project management activities, including planning and execution.

Matching Plan

As a Management Trainee at Nam Ung Properties, you will be engaged in a comprehensive training program designed to equip you with the necessary skills and knowledge to contribute effectively to all facets of our real estate management operations. You will work closely with senior managers to gain expertise in areas such as project management, sales, client

Scrape Job Description

Copy Matching Prompt

Automation Tool Signup List

Automation - Overview Plan

19.2/21

Search here

Rachelle Beaudry

@reallygreatsite

Application Progresses

Don't miss these widely acclaimed films

Management Trainee Nam Fung Properties	Applied Status	Interview Next Step
Financial Analyst HSBC	Interviewed Status	Catch-Up Next Step
Junior Developer Google	Interviewed Status	Catch-Up Next Step
Advisory Analyst PwC	Interviewed Status	Catch-Up Next Step
Auditor Associate EY	Offered Status	Reply Next Step
Junior Developer ABC Startup	Offered Status	Reply Next Step

Career Plan

How can you increase chances

Monthly Goal Completion

80%


Enrichment Plans

AWS Cybersecurity Certification

German Language Test

Quant. Championship

Automation Tool Signup List



Thank you

MY CONTACTS

E-mail lefinnokwok@gmail.com

LinkedIn Lefinno Kwok

FEED BACK



ALL MATERIALS

