

THE VALLEY HUB WORKSHOP

THE VALLEY

# Get Hired. Get Promoted.

A 60-minute AI workshop with practical examples you can actually run.



# A short workshop, not a prompt encyclopedia

- |   |                  |                                                            |
|---|------------------|------------------------------------------------------------|
| 1 | <b>Setup</b>     | Open ChatGPT, set up the chat, explain the prompt formula. |
| 2 | <b>Promotion</b> | Live examples, questions                                   |
| 3 | <b>Hiring</b>    | Live examples, questions                                   |
| 4 | <b>Avoid</b>     | Run key risk examples and salary-data caution.             |
| 5 | <b>Commit</b>    | Pick one prompt to run this week.                          |

# AI is changing work in both directions

The safest move is not panic. It is learning how to add judgment, context, and follow-through.

## MORE WORK CAN APPEAR

**4 to 30**

Every says heavy AI automation coincided with headcount growth from 4 to about 30 people since GPT-3.

**Takeaway: AI can increase the amount of work worth doing when humans steer it.**

## SOME ROLES ARE CUT

**4,000**

Block, parent of Square and Cash App, drew attention after reports that it cut about 4,000 jobs while citing AI productivity.

**Takeaway: do not outsource your proof, voice, or judgment to a tool.**

**Tonight's goal: use AI to become clearer and more prepared, not more generic.**

# Set up ChatGPT before we start

I prefer ChatGPT's voice chat, but Claude or anything else will do.

1

## Sign in or sign up

Free works for tonight. Paid mostly gives more room and higher limits.

2

## Set personalization

Settings > Personalization. Add your role, goals, tone, and local context.

3

## Bring useful details

Target role, rough notes, strengths, constraints, job post, or manager ask.

4

## Use one chat per goal

Keep resume, interview, promotion, and salary work in separate chats.



### Starter line:

My goal is \_\_\_. My background is \_\_\_. My constraints are \_\_\_. Ask me 3 questions before drafting.

# The 4-part prompt we'll use all night

Use this when you do not know how to start.

**1****Who should ChatGPT be?**

Name one helper role for this moment.

**2****What do you want help with?**

Say the one task you want done.

**3****What details matter?**

Give the specific situation and facts.

**4****What should it give back?**

Ask for one useful output format.



# Use AI to get promoted

Make your value visible and ask-ready.

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# Remember your wins

For people who do not think they have accomplishments.

## PROMPT TO DEMO

Act as a career coach. I am a reliable customer support worker with 10 years of experience at Orvis. Interview me about my last 6 months and help me find 3 real wins. Ask one question at a time. Summarize my responses in SMART format in a spreadsheet so that I can reference them later to expand my resume.



## FOLLOW-UP DIRECTIONS

- 1 "Let's log another win."
- 2 "Which one is strongest?"
- 3 "What proof should I look for?"

**Guardrail: Do not turn guesses into numbers.**



# Build a promotion packet

Turn messy notes into something a manager can act on.

## PROMPT TO DEMO

Act as a supportive manager. I am an admin coordinator at a coworking space. Turn my real notes into a promotion packet with strong bullets, gaps, next steps, and a clear ask.



## FOLLOW-UP DIRECTIONS

- 1 "What sounds weak or unproven?"
- 2 "What should I ask my manager for?"
- 3 "Turn this into a short email."

**Guardrail: A pretty packet with fake certainty is worse than messy truth.**

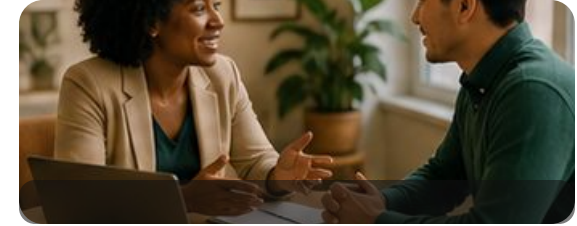


# Negotiate raise options

Prepare language before the money conversation.

## PROMPT TO DEMO

Act as a raise negotiation coach. I work as a nonprofit program coordinator. Help me practice a calm raise conversation with collaborative, direct, and data-informed wording. Grade my ability to navigate the conversation and suggest improvements.



## FOLLOW-UP DIRECTIONS

- 1 "Give me a warmer version."
- 2 "Role-play my manager pushing back."
- 3 "What sources should I check first?"

**Guardrail: Use AI for language, not as your only pay research.**



# Translate hands-on work

Make hands-on facilities work legible.

## PROMPT TO DEMO

Act as a career coach. I am a facilities worker at a gym. Turn my everyday work into plainspoken promotion language about reliability, safety, trust, and training.



## FOLLOW-UP DIRECTIONS

- 1 "Make it sound less corporate."
- 2 "What leadership skill does this show?"
- 3 "Give me 3 resume-style bullets."

**Guardrail: Do not sand off what makes your work real.**



# Build an upskilling path

Turn the next level into a practical learning plan.

## PROMPT TO DEMO

Act as a digital marketing career coach. Create a skills quiz to assess me against current associate-to-manager expectations, then build a curriculum to get me to manager level. Create a second manager-level quiz so I know when I am ready.



## FOLLOW-UP DIRECTIONS

- 1 "Ask me the first quiz question."
- 2 "Turn gaps into a 30-day plan."
- 3 "What proof should I build?"

**Guardrail: Do not confuse learning content with proof of readiness.**

# Use AI to get hired

Target better, tell clearer stories, and remember interviews.

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# Decode a job posting

A job post is a puzzle. AI can show what matters.

## PROMPT TO DEMO

Act as a recruiter. I am a returning worker in the Cambridge area. Analyze this public job post and tell me the top skills, hidden priorities, interview questions, and proof I should show.



## FOLLOW-UP DIRECTIONS

- 1 "What proof should I show for each skill?"
- 2 "Which requirements matter most?"
- 3 "Should I apply or skip this one?"

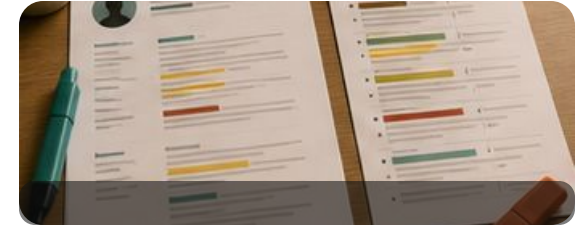
**Guardrail: Do not apply only because keywords match.**

# Fit-check your resume

Get honest signal before you rewrite.

## PROMPT TO DEMO

Act as a resume reviewer. I am applying for a healthcare office admin job. Compare my real resume to this public job post and tell me matches, risks, missing proof, and edits.



## FOLLOW-UP DIRECTIONS

- 1 "Which bullet should I rewrite first?"
- 2 "Make this bullet more specific."
- 3 "What should I leave out?"

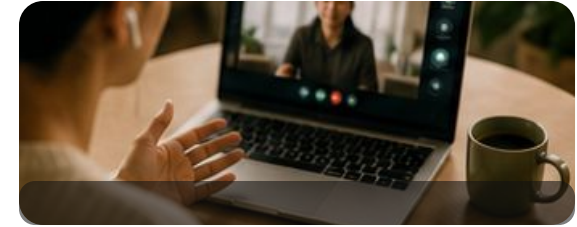
**Guardrail: Never let AI create experience.**

# Check ATS formatting

Make the resume easy for software and humans to read.

## PROMPT TO DEMO

Act as an ATS resume formatting reviewer. Review my resume for parsing risks only: columns, tables, headers, fonts, section names, dates, bullets, file type, links, and keyword placement. Give me a clean formatting checklist before rewriting anything.



## FOLLOW-UP DIRECTIONS

- 1 "What might not parse correctly?"
- 2 "Give me an ATS-safe layout."
- 3 "Should I use PDF or DOCX?"

**Guardrail: Good formatting helps. It does not replace real qualifications.**

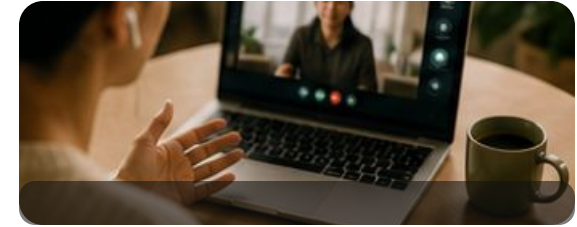


# Practice behavioral stories

Stories improve quickly when you practice out loud.

## PROMPT TO DEMO

Act as a fair but skeptical interviewer. I am nervous in interviews but have strong managerial skills once relationships develop. Ask me one behavioral question at a time, then score my answer on clarity, evidence, and confidence. Suggest improvements.



## FOLLOW-UP DIRECTIONS

- 1 "Ask me a harder follow-up."
- 2 "What was unclear in my answer?"
- 3 "Help me say it shorter."

**Guardrail: Do not memorize robotic wording.**

# Debrief after the interview

Capture details while they are fresh so follow-up is easier.

## PROMPT TO DEMO

Act as a calm career coach. I just interviewed for a local nonprofit admin role. Help me debrief while it is fresh: people, priorities, weak answers, promises, and follow-up points.



## FOLLOW-UP DIRECTIONS

- 1 "Ask me what I remember."
- 2 "Draft a follow-up email from this."
- 3 "When should I send this?"

**Guardrail: Do not invent details you forgot.**

# Know when not to use AI

Use judgment, privacy, and verification when it matters most.

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# Do not paste confidential work

Private details can travel farther than you think.

## EXAMPLE

A medical office worker wants help turning a difficult patient situation into a resume story. Names, dates, diagnoses, account numbers, and anything identifiable should stay out.



## BETTER MOVE

**Keep the lesson. Remove the person.**

# Do not fake take-home work

Use AI only inside the stated rules.

## EXAMPLE

A candidate gets a take-home assignment and asks AI to solve the whole thing. If the employer is testing your judgment, writing, or analysis, that can cross the line fast.



## BETTER MOVE

**Use AI to understand the rules, not to impersonate you.**

# Do not trust salary advice alone

Pay data changes and depends on region, role, and employer.

## EXAMPLE

A job seeker asks AI what a Cambridge-area office role should pay and treats the answer like current market data. Pay ranges shift by employer, region, benefits, and timing.



## BETTER MOVE

**Use real sources before  
naming a number.**

# Do not let AI replace your voice

Your difference is part of the offer.

## EXAMPLE

A career changer pastes a warm, specific cover letter into AI and gets back polished language that sounds like everyone else. The writing is smoother, but the person disappears.



## BETTER MOVE

**Edit for clarity. Keep the human signal.**

# Pick one example. Run it for real.

The win is not using AI more. The win is leaving with a clearer next move.

- 1 Choose one prompt from tonight.
- 2 Run it with real but safe details.
- 3 Edit the output until it sounds true.
- 4 Take one action before the week ends.

## Final test

Did AI help you become clearer, better prepared, and more truthful?

**If yes, use it.**  
**If no, leave it.**