

## Micro Course Monday – Developing Career Documents & Profiles with AI & ATS in Mind

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| Micro Course       | Developing Career Documents & Profiles with AI and ATS in Mind |
| Date               | Monday, January 27th   |
| Time               | 3:00-4:00pm  |
| In-Person Location | Dana Hall 228 – <a href="#">campus map</a> – parking in lot 5  |
| Online Link        | <a href="#">Live online in Collaborate</a>                     |
| Presenter          | Katie Kennedy  |



The graphic features a blue background with a network of white lines and dots. At the top, it says "MICRO COURSE MONDAY" in black. Below that, the title "Developing Career Documents & Profiles with AI & ATS in Mind" is written in large, bold, blue letters. A central white box contains the text "Join Katie Kennedy on Monday, January 27th at 3:00pm in Dana 228 or live online in collaborate" in black. In the bottom left corner is a QR code, and in the bottom right corner is the Canton State University logo, which includes the text "CANTON STATE UNIVERSITY OF NEW YORK" and "Career Readiness" above a blue circular emblem with a lion's head.

When you apply for jobs online, it is not typically a human that reviews your resume first. Specifically, Applicant Tracking Systems (ATS) are computers that scan your resume to understand your work history and relevance to the job description. Career Services recently acquired a new tool called Job Scan, which reviews career documents for compatibility with ATS systems. Join us in this session for an introduction to Job Scan and how it can help you tailor your resumes, cover letters, and LinkedIn profiles for specific job opportunities.

### Still interested in the topic?

If you want to develop a better understanding of AI, its practical uses, and ethical considerations, enroll in either the [Artificial Intelligence](#) or [AI & Communication](#) microcredentials. The microcredentials each include 6 credits. Learn about AI Fundamentals and Advanced AI & ChatGPT or Professional Writing & Communication and Artificial Intelligence & Communication.