



Nottingham Trent
University

NTU Resourcing

AI Guidance for Candidates

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1. Introduction

At NTU, we recognise that AI can be a brilliant tool to support with your job application, but like any tool it's all about how you use it. We've put together some top tips on how to make the most of it and how to avoid using it in the wrong way.

2. Smart ways to use AI for Job Applications

Drafting and refining your CV and cover letter

- You can use AI to help structure your CV, tailor it specifically to the job description/person specification and polish your language.
- Ask AI to rephrase bullet points to be more impactful or to match the tone of the role you're applying for.

Understanding the role

- Paste the job description/person specification into AI and ask for a summary of key skills and responsibilities.
- Use it to identify keywords that you should reflect in your application.

Practicing interview questions

- Simulate mock interviews with AI to rehearse common questions and get feedback on your answers.
- Ask for tips on how to answer competency-based questions using techniques like the STAR method.

Providing examples

- If you're stuck thinking of achievements or experiences, AI can help you to highlight relevant examples from your academic, work, or extracurricular life.

Researching the employer

- Use AI to help you understand the University's values, recent initiatives, or strategic goals. This is great for tailoring your application and showing why you want to work at NTU.

3. What not to do with AI

Don't copy and paste without editing

- AI-generated text can often sound generic and contain mistakes. Always proof-read it and personalise it with your own voice, experiences, and enthusiasm.

Don't make things up

- Never ask AI to invent qualifications or achievements.
- Remember that your goal is to be offered an interview, so you'll need to be able to talk through your application without AI help!

Don't skip the thinking

- AI is a support tool, not a substitute for your own thoughts and insights. AI can help you express them, but it can't feel them for you.

Don't ignore accessibility

- If you use AI tools that generate PDFs or formatted documents, make sure that they're accessible and readable for all users, including screen readers.

The most compelling applications come from real people with real passion. NTU encourages you to use AI to help you express your best self but not to replace it. If you're thinking of applying to work with us, check out our [current vacancies here](#) - you might be exactly who we're looking for. For more guidance on our application process including interview guidance and example questions, please visit our [website](#).