

URBAN LEAGUE OF LOUISIANA · WORKFORCE AI WORKSHOP

AI that helps you get the job.

Four hours. Resume to interview to job.

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What you leave with

- A resume bullet rewritten by you, then checked against a rubric.
- A cover letter drafted from a real posting in your own voice.
- A set of interview answers practiced out loud.
- A week-by-week plan for a goal you care about.
- A 30-day plan for one new AI habit per week.
- A prompt library PDF you can keep forever.

What this workshop is not

- A sales pitch for any AI tool. Everything we show has a free tier.
- A coding class. No Python, no APIs, no installing anything.
- A lecture. You write your own prompts before you leave.
- Tracking you. No analytics, no cookies, no accounts on this site.

Before we open a chatbot

What AI actually is.

It's a very large umbrella. ChatGPT is one kind. You use other kinds every day without thinking about it.

AI you already use

- **TikTok / Netflix / YouTube feeds.** The "For You" page is a recommendation AI trained on what millions of people watch.
- **Gmail spam filter.** AI older than ChatGPT.
- **Fraud alerts from your bank.** "This charge doesn't look like you."
- **Siri, Alexa, autocomplete on your phone.**
- **Auto-captions on YouTube. Google Translate.**
- **Photo app grouping all your dog pictures.**

Most of it quietly works well. You call it convenience. It's all AI.

The newer kinds

- **Large language models (LLMs).** ChatGPT, Claude, Gemini. What we'll focus on today.
- **Image generation.** Midjourney, DALL-E. Professional headshots, illustrations.
- **Speech.** Whisper turns audio into text. ElevenLabs turns text into a voice.
- **Vision.** Upload a picture, ask questions about it. Most chatbots can do this now.
- **Agents.** AI that takes actions: books a meeting, fills a form, browses a site. Newest area. Uneven quality today.

Why we focus on LLMs today

The four tasks on our agenda are all writing tasks:

- Resume bullets.
- Cover letters.
- Interview answers.
- Weekly plans and notes.

LLMs are specifically good at writing. That's the fit.

What an LLM really is

A very good autocomplete that learned from a huge amount of writing.

- It predicts what words come next.
- It is great at sounding fluent.
- It does not know whether what it says is true.
- It does not know what happened in the world this morning.
- It does not know your story, your job, your situation.

Three honest things about AI

1. **It will be wrong sometimes. Confidently.**

Your job is to know enough to catch it.

2. **It does not know what is private.**

Assume anything you paste could be used to train future models.

3. **It gets better fast.**

The free tiers are plenty for what we're doing today.

RTCF: one structure for every prompt

Role. Who is the AI being? (e.g., a career coach)

Task. What is it doing? (e.g., rewrite this bullet)

Context. What does it need to know? (e.g., I'm early career)

Format. What should the output look like? (e.g., three bullets)

Live demo 1: resume bullet

Starting bullet: "Cashier at a grocery store."

Role. Career coach helping early-career job seeker.

Task. Rewrite three ways: factual, scope-oriented, outcome-oriented.

Context. Keep each under 25 words. Don't invent numbers.

Format. Three versions, clearly labeled.

Activity 1: rewrite your resume bullet

Go to: urbanleague.consultlemieux.com/activities

Open "Rewrite a resume bullet that gets noticed."

20 minutes. Save your work. Use the rubric at the end.

Live demo 2: cover letter from a posting

Two prompts, not one.

First: extract what the company actually wants from their posting.

Second: draft the letter with those specific words in mind.

Why two prompts? Hiring managers write vague postings. The extraction step forces the AI to look at the posting carefully before writing.

Activity 2: cover letter

Go to: urbanleague.consultlemieux.com/activities

Open "Draft a cover letter from a job posting you paste in."

Bring a real posting if you have one. Sample posting included if you don't.

25 minutes.

Live demo 3: interview prep (practice loop)

The site has a question pool. Press Next, cycle through. For each question:

1. Write your answer in your own words.
2. Use AI to rewrite it in STAR format.
3. Ask AI for the follow-ups you should expect.
4. Read it out loud. Twice.

Activity 3: interview prep

Go to: urbanleague.consultlemieux.com/activities

Open "Practice answering the questions you'll actually be asked."

30 minutes. Pair up if you want to practice out loud with someone.

Live demo 4: goal to plan

The goal: "Find a full-time job in the next 90 days."

Prompt 1: turn the goal into 4-6 weekly milestones with specific actions.

Prompt 2: turn Week 1 into a day-by-day schedule that fits my actual life.

Then put it on your calendar. That's the step that matters.

Activity 4: goal to plan

Go to: urbanleague.consultlemieux.com/activities

Open "Turn a vague goal into a week-by-week plan."

25 minutes. Pair up at the end to swap plans and ask each other one useful question.

Responsible use: what NOT to paste

- Your full name, address, and phone number together.
- Social Security numbers, ever.
- Account numbers, passwords, or MFA codes.
- A former employer's internal documents.
- Anything covered by an NDA.
- Anything you wouldn't email to yourself at home.

Responsible use: what NOT to ship

AI will sometimes write:

- Certifications you don't hold.
- Titles you didn't have.
- Metrics ("47% improvement") it can't back up.
- Awards or features that don't exist.

Delete them before you send the resume, letter, or profile. People verify.

Beyond the big four

Most workshops only show Claude, ChatGPT, Gemini, Copilot. Also worth knowing:

- **Grok:** grok.com, free with an X account.
- **Kimi:** kimi.com, very long context, free.
- **Z.ai:** chat.z.ai, no-account free chat.
- **HuggingChat:** free, rotating open-source models.
- **Perplexity:** cites its sources. Useful when verifying.
- **Poe:** one interface for many models.

See the Tools page for the full table.

Your 30-day plan

Week 1. Rewrite three resume bullets using the rubric. Ship an updated resume.

Week 2. Apply to three postings using the cover-letter workflow. Save every draft.

Week 3. Practice five interview questions out loud using the practice loop. Record yourself if you can stand it.

Week 4. Plan your next 90 days using the goal-to-plan activity.

Where to go from here

Site: urbanleague.consultlemieux.com

Prompt library PDF: resources page.

Deck PDF: resources page.

Questions later: info@consultlemieux.com

Thanks.

You showed up. You did the work.

Go apply to the job.