

AI Tools for Your Career Journey

A handout from your career coach

Your job search doesn't have to feel like a full-time job. The free AI tools below — hand-picked for the work we're doing together — can save you hours every week on the tedious parts (formatting resumes, filling out applications, practicing answers) so you have more energy for what really matters: the conversations, the connections, and the decisions only you can make.

Before you dive in — a few ground rules

You're in the driver's seat. AI is fast, but it doesn't know your story, your strengths, or what makes you a great hire. Always edit the output so it sounds like you.

Quality beats quantity. Five thoughtful applications will out-perform fifty generic ones. Use these tools to be efficient — not to spray and pray.

Bring the results to your coach. Screenshots, scores, and drafts give the two of you something concrete to discuss in your next session.

Most of these are free. If a tool asks for your credit card, double-check whether the free tier covers what you actually need first.

Make applications easier

These tools take the grind out of submitting applications so you can focus on the roles that matter most.

EarnBetter earnbetter.com

A free tool that rewrites your resume, drafts a tailored cover letter, and helps auto-fill applications.

How to use it: Upload your latest resume, then review the AI-rewritten version carefully — keep the parts that sound like you and adjust anything that feels off.

Simplify simplify.jobs

A browser extension that auto-fills application forms on Workday, Greenhouse, Lever, and similar sites with one click.

How to use it: Install once, fill in your profile thoroughly, and you'll save 10–15 minutes on every application.

Teal www.tealhq.com

A job tracker that pulls postings from 40+ job boards into one dashboard with a Kanban-style pipeline.

How to use it: Save every role you're interested in here. Bring this list to your next coaching session so you can plan together.

Strengthen your resume and LinkedIn

Most resumes and profiles are screened by software before a human ever sees them. These tools help you understand what those systems are looking for.

Jobalytics jobalytics.app

A free Chrome extension that compares your resume to a job posting and shows you which keywords are missing.

How to use it: Pick three roles you genuinely want. Run each through Jobalytics and screenshot the results to share with your coach.

Careerflow.ai www.careerflow.ai

Scores your LinkedIn profile and gives you a checklist of specific improvements.

How to use it: Run it once to get a baseline score, make the suggested fixes, then re-run it weekly to watch your score climb.

Rezi www.rezi.ai

An ATS-friendly resume builder with AI suggestions for bullet points and summaries.

How to use it: Use it as a starting point — let the AI suggest phrasing, then edit ruthlessly so it sounds like you, not a template.

Canva AI www.canva.com

If you're in a creative field, Canva offers visually distinctive resume templates with AI layout help.

How to use it: Best for design, marketing, or portfolio-driven roles. For most corporate jobs, stick with a clean, ATS-friendly format.

Practice your interviews

Interviewing is a skill, and like any skill it improves with reps. These tools give you objective feedback you can act on.

Google Interview Warmup grow.google/certificates/interview-warmup/

Completely free, no sign-up. Pick a category, answer questions out loud, and get instant transcripts that flag filler words and missed talking points.

How to use it: Do 5–10 minutes a day. You'll quickly hear your own "um"s and "like"s — awareness is the first step to fixing them.

Yoodli www.yoodli.ai

An AI speech coach that analyzes your pacing, eye contact, filler words, and clarity, with playback.

How to use it: Record yourself answering 3 common questions. Watch the playback once with the sound off — body language tells you a lot.

Interviewsby.ai interviewsby.ai

Paste in a job description and get a list of likely interview questions tailored to that specific role.

How to use it: Run it on every role before you interview. Outline your answers in writing first, then practice them out loud.

Polish your professional presence

Small details shape the first impression you make on recruiters and hiring managers. These tools handle the parts most people overlook.

PFP Maker pfpmaker.com

Turns a casual photo into a polished, professional-looking headshot in seconds. Free.

How to use it: Upload a clear, well-lit photo of yourself. Update your LinkedIn profile picture today — it makes a bigger difference than you'd think.

InTouch www.intouch.so

Helps you draft personalized networking and recruiter outreach messages.

How to use it: Use it as a first draft, then add a real, human detail — something specific about the person or company. That's what gets a reply.

A note from your coach

These tools are accelerators, not replacements. They produce drafts, scores, and analytics — the raw material. Our work together is what turns that material into a real strategy: which roles to pursue, how to tell your story, when to push and when to pause.

Try one or two tools this week. Bring what you learn — the screenshots, the scores, the questions that came up — to our next session, and we'll build on it together.

Shared with you via [OnTrack-Pro](#) — the platform your coach uses to support you between sessions.