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**AI at Work: Productivity, Communication & Skills**  
**May 4, 2026**  
**Presented by 50+ Job Seekers in Massachusetts**

Zara Massoud led a hands-on AI prompting session focused on skills, emphasizing the importance of adding context and expertise to prompts rather than treating AI like a search engine. She outlined four key prompting patterns including role plus context, and demonstrated how professionals can use AI tools like ChatGPT and Perplexity for practical applications such as resume translation and networking assistance. The session included plans for live demos and hands-on activities, with participants able to download reference sheets and instruction materials to follow along.

**AI Productivity Tools Discussion**

Zara led a discussion on using AI tools like ChatGPT, Gemini, and Claude for productivity, focusing on how to effectively use prompt reference cards to enhance output quality. She demonstrated a resume translator example using ChatGPT's free version, noting that most participants (82%) were using free versions of these tools. The session included a poll to gauge tool usage across the group, with results showing limited adoption of paid plans and widespread use of ChatGPT as the primary platform.

**ChatGPT Resume Translator Tool Demo**

Zara demonstrated how to use the ChatGPT resume translator tool by sharing her screen and walking through the process of converting a sample resume. She showed how the tool can analyze job descriptions and generate targeted content, including skills, bridge statements, and ATS-optimized keywords. The tool also provides suggestions for improving resume language and positioning, with the option to further customize the resume for specific roles. Zara noted that while the free version has limitations, it offers valuable features for resume optimization, and the group agreed to try using the tool before their next session on the 27th, which will focus more on business and entrepreneurship.

**AI Tool Usage Guidelines**

Zara and Eric discussed the potential risks and boundaries of using AI tools like ChatGPT, emphasizing the importance of setting limits to avoid excessive engagement. They explored features of free and paid versions of ChatGPT, including creating custom GPTs and accessing pre-built apps, with a focus on practical applications like resume translation. T---- raised a

concern about privacy, which Zara addressed by suggesting the use of fictitious information and adjusting privacy settings to prevent data sharing for training purposes.

### **AI Safety and LinkedIn Strategies**

The meeting focused on AI safety and visibility strategies for LinkedIn. C----- shared insights from AI webinars about protecting personal information when using AI tools, recommending against sharing personal emails and other identifying details. The group discussed various free AI training opportunities available in Massachusetts, including courses through Google, Boston Public Library, and Mass Tech Hub. Zara demonstrated how to create a 4-week LinkedIn visibility plan using ChatGPT, showing how to transform a career success story into multiple engaging social media posts over a month-long period.

### **AI Tools for Productivity Session**

The meeting continued to focus on using AI tools for professional productivity, demonstrating various tools including Perplexity, Notebook LM, LinkedIn AI, Hemingway, Copilot, and ChatGPT. She shared a personal example of using AI to reduce complaint resolution backlog from 40% to 4% within six months, emphasizing the importance of humanizing AI-generated content. The session included discussions of free AI tools and provided access to eight reference sheets through a workbook that Eric will compile and post on the 50plusjobseekers.org website. E----- raised an important environmental concern about the significant electricity and water consumption of data centers used for AI processing.

### **AI Tools: Claude Presentation**

Zara discussed AI tools, focusing on Claude as a preferred platform due to its superior writing quality, natural voice, and better code reliability compared to ChatGPT. She explained Claude's advantages including its large context window and safety-focused approach, though noted limitations in handling images, videos, and audio. The session included a Q&A portion where participants learned about accessing future sessions through 50plusjobseekers.org/AI and managing chat memory settings in AI tools.