

LEADERS IN TRANSITION · FORCE MULTIPLIER

# How to Use AI in Your Job Search

AI won't get you the job — relationships and quantified impact do that. But used well, it removes the friction that slows a senior search: the blank page, the tailoring grind, the research hours. Used badly, it floods hiring boards with the same generic prose and quietly strips out the one thing that sells you — your specific, defensible numbers. This guide shows where AI earns its place across the pack, and the guardrails that keep it from hurting you.

## The one principle

**You supply the facts and the judgment; AI supplies structure, speed, and polish.** Which tool you use matters far less than what you feed it and what you refuse to let it do. Every number, claim, and title on the page is yours to defend in the room — so never submit a line AI wrote that you couldn't stand behind under questioning.

## Where AI helps — step by step

**Résumé (asset 01).** This is AI's highest-value use. Work one role at a time using the built-in prompt in the Résumé Guide: feed it your real context, actions, metrics, and P&L impact, and make it draft in X-Y-Z form keeping *your* figures. Use it to generate a tailored variant for each application in minutes — but check every line against the master.

**LinkedIn (Start Here, step 03).** Paste your finished résumé and ask AI to mirror it into a headline, About section, and role bullets that tell the same quantified story. Keep your voice; cut anything that reads as buzzword filler.

**Networking (asset 02).** Use AI to *personalize at speed*, not to mass-produce. Give it the specific, true detail about each contact (a shared project, their recent work) and have it tighten your two templates around that detail. Never send anything that reads like a merge field — the specificity is the whole point.

**Interview prep (asset 03).** This is where AI shines for senior candidates: - **Company research:** summarize annual reports, investor decks, and pipeline news into a one-page brief; ask it to surface likely challenges and smart questions. - **Mock interviews:** have it role-play the hiring CEO or board member and pressure-test your answers. Ask it to challenge weak spots and your "why did you leave?" line. - **Story sharpening:** feed it your draft impact stories and ask it to tighten them to the differentiated standard ("burning runway on a stalled tech transfer... pulled PPQ in four months... ~\$6M avoided burn").

**Employer due diligence (asset 04).** Use AI to digest filings, press releases, and funding history into a runway-and-backers snapshot — then verify against primary sources before you act. Treat its output as a research assistant's first draft, not the answer.

**Offer & sign-on (assets 05–06).** AI can model scenarios — "if they cover 50% of equity and back-load the rest, what's my total?" — and explain RSU vs. PSU mechanics. It cannot value your specific grants or give tax advice. Run the math, then confirm every figure with your equity administrator and advisors.

**First 90 days (asset 07).** Once you've landed, use AI to draft your listening-tour question sets, synthesize pulse-survey themes, and structure your 100-day plan — keeping your judgment on what actually matters.

## The pitfalls of AI — know them before you lean on it

Every failure mode below maps to a way AI can quietly cost you the interview. Know them so you can catch them.

- **It invents numbers, dates, and titles.** Models fill gaps with plausible-sounding figures. A fabricated metric is a credibility landmine — you cannot defend a number you did not earn.
- **It generalizes away your edge.** Its default voice is “accomplished, results-driven leader.” That generic prose is exactly what a hiring board screens out; your specific modality, phase, site, %, and \$ are what make you visible.
- **It is confidently wrong.** AI states guesses with the same authority as facts. Without your verification, errors travel straight onto the page.
- **It homogenizes.** Thousands of candidates use the same tools and prompts, so unedited output reads as templated — and boards increasingly recognize and discount it.
- **It leaks what you feed it.** Anything pasted into a public tool may be retained. Confidential employer data, NDA material, and other people’s personal data do not belong there.
- **It flatters you.** Models tend to agree and polish rather than challenge; they will not tell you a story is weak. You still need a human read.
- **It goes stale.** It may not know a company’s latest raise, leadership change, or pipeline news — treat its research as a first draft to verify against primary sources.

## How to drive for specificity — the whole game

Specificity is what separates a résumé that opens doors from one that gets screened out. Make the model work for your numbers, not around them.

- **Bring the raw facts first.** For each role, answer five categories before it drafts: context & mandate, problems inherited, actions taken, metrics (% , \$, time, throughput, milestones), and P&L / team scale. No facts, no draft.
- **One role at a time.** Depth beats breadth — force it to finish one role with real figures before moving on.
- **Demand a number or a [placeholder].** If you do not have the figure, make it leave a bracketed placeholder — never let it estimate. Fill placeholders from reality.
- **Reject vague drafts.** When a bullet reads as competence without a number, send it back: “restate with the specific figure.” Repeat until every line carries a metric.

- **Insist on X-Y-Z form.** Action (X), measurable result (Y), business impact (Z): “Drove LEAN Six Sigma across three lines, +30% throughput, ~\$400k added site revenue.”
- **Protect the texture.** Keep modality, phase, site, dollar and percentage detail — instruct the model never to smooth it into vague competence.
- **Verify, then own it.** Check every figure, date, and title against reality. You are accountable for every word; never submit a line you could not defend under questioning.

## The five guardrails

1. **Never let it invent a number.** AI hallucinates figures, dates, and titles. If you don't have the number, leave a [placeholder] and fill it from reality — never let the model estimate.
2. **Protect your specifics.** AI's instinct is to generalize "a strong operational leader." Your modality, phase, site, %, and \$ are what make you visible to a board. Make it keep them.
3. **Verify before you send.** Treat every AI output as a draft. Check claims against primary sources; you are accountable for all of it.
4. **Guard confidential information.** Don't paste a current employer's confidential data, anyone's personal data, or anything under NDA into a public AI tool. Assume inputs may be retained.
5. **Keep your voice.** Over-polished, uniform prose reads as AI and as noise. Edit it back toward how you actually speak — senior, specific, human.

## What good vs. bad looks like

**Bad (AI left to generalize):** "Accomplished, results-driven leader with a proven track record of driving operational excellence and building high-performing teams across the organization."

**Good (AI kept to your facts):** "Inherited a stalled tech transfer burning ~\$500k/month; rebuilt the CDMO relationship and joint governance, pulled the PPQ timeline in by four months, and protected the BLA filing date — ~\$6M of avoided burn."

**Want the human read AI can't give you?** AI can sharpen your story — it can't tell you which boards are hiring, or give you a candid read on the company courting you. Get your materials sharp with these tools, then send your résumé over. [Talk to Phase 3 → ph3.bio/contact](https://ph3.bio/contact)

---

*Prepared by Alex Cooke, CEO, Phase 3 Search · ph3.bio · v1.0 · Jun 2026*