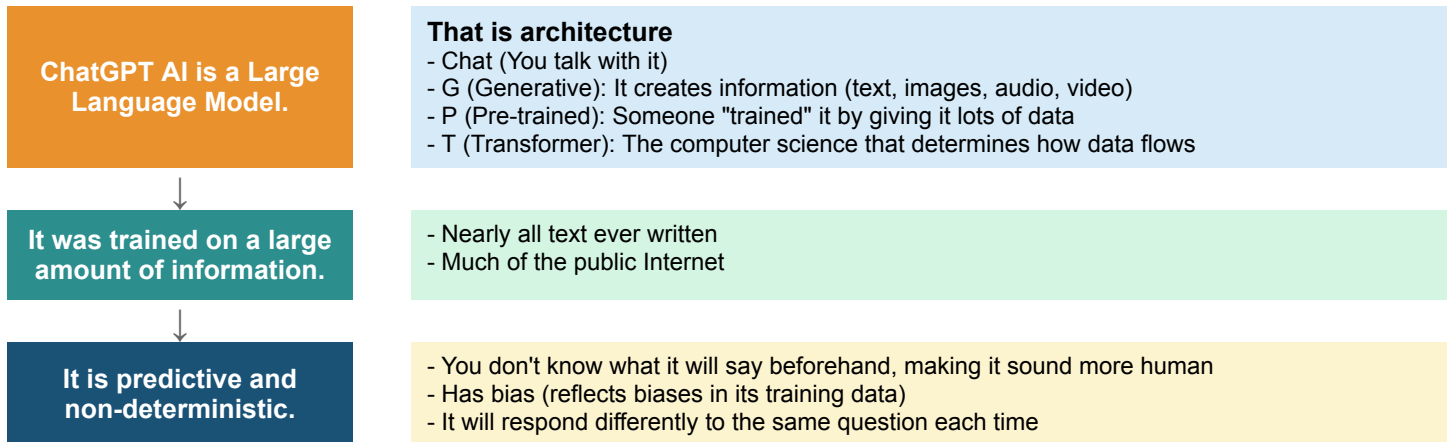


Leveraging ChatGPT for Justice-Impacted Individuals Worksheet

How Does it Work?



Advice on Prompting ChatGPT

Prompt Engineering: Prompt engineering describes the way you talk to a chatbot. The way you enter information changes what is returned to you. Here is a guide on how to use ChatGPT.

01	02	03	04	05
Be specific.	Give examples of how you want it to respond.	Provide structure.	Make revisions.	Always verify.

Prompt Templates You Can Use

Resume Builder

"I need assistance building a resume. I have _____ (experience), and I have _____ (credentials). I have been out of the workforce for _____ due to incarceration. Provide a resume that can fit into a one-page document. Consider specific phrases to use to describe this time gap in my employment."

Navigating Difficult Conversations

"I just got out of prison after serving a _____ sentence. I'm returning to _____ (church/work/community) and am concerned about people asking about my conviction. Provide guidance on how to disclose my conviction and when it is appropriate to do so."

Personal Wellness Plan

"I need to start exercising more. When I was incarcerated, I did _____ exercises _____ times a day/week. I have less time now due to personal and professional obligations. Provide me with a workout plan that fits around my schedule."

Job Search Help

"I am looking for jobs in _____ (field/industry). I have experience in _____ and skills in _____. What companies in my area hire people with criminal records? What should I know about fair chance hiring laws?"

Understanding Your Rights

"Explain my rights regarding background checks in _____ (state). What does Ban the Box mean? When can an employer legally ask about my criminal record?"

AI Tools Comparison & Privacy

Popular AI Tools You Can Use (All Free)

Tool	Best For	How to Access
ChatGPT	General questions, writing, brainstorming	chat.openai.com
Claude	Longer documents, nuanced writing	claude.ai
Perplexity	Search + AI combined, current events	perplexity.ai
Microsoft Copilot	Built into Windows, Edge browser	copilot.microsoft.com

Privacy & Safety - What You Need to Know

DO NOT share with AI:

- Social Security numbers, dates of birth, or ID numbers
- Bank account or credit card information
- Case numbers, parole officer names, or legal details
- Exact home address

SAFE to share:

- General job skills and work experience
- Career goals and interests
- General questions about laws and rights
- Situations described without personally identifiable details

Always Verify - AI Can Be Wrong

- Can ask about case law and legal information: Confirm with a lawyer or legal aid
- Phone numbers & addresses: Call or look up directly
- Medical advice: Talk to a doctor