

# AI is a Toolbox



## Most people are using AI wrong.

They treat it like Google... instead of what it actually is: a toolbox.

Over the past few months, I've been learning how to use AI to improve my workflow — especially in my job search — and one thing has become clear:

**It's not about finding the "best" AI tool. It's about building the right set of tools — and knowing when to use each one.**

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## **Start with a “home base”**

For me, that’s ChatGPT.

Think of it as the place where everything lives.

I use it to:

- Organize ideas
- Refine my resume
- Prepare for interviews
- Keep track of opportunities

Because everything is in one place, it starts to *learn how I think* and gives more personalized, useful responses over time.

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## **Use different tools for different tasks**


No single AI tool does everything well — and that’s okay.

I’ve experimented with a few different ones, including:

- Google Gemini (great for images and transcription)
- Perplexity AI (better for pulling current information from the web)

Each one has strengths.

A simple example: When I needed help finding information online, one tool gave me general guidance. Another gave me actual results.

 The key wasn’t the tool — it was knowing when to switch.

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## **The real skill: how you ask**

The biggest difference I've seen isn't *which* AI you use.

It's **how you ask your questions**.

If you ask:

"Is this good?"

You'll get a generic answer.

If you ask:

"What works well here, and what should I improve for my next career step?"

Now you'll get something you can actually use.

Better questions = better results.

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## **Where this shows up in real life**

I've used AI to:

- Prepare for interviews
- Summarize long information quickly
- Clean up and improve photos
- Even build a simple one-page website to highlight my experience

It's not doing the work *for* me — it's helping me do it **faster and better**.

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## **Final thought**

AI can feel overwhelming at first. There are a lot of tools, and it's changing quickly.

But you don't need to learn everything.

Start simple:

- Pick one tool
- Use it for real, everyday tasks
- Get better at asking questions
- Add new tools as you go

Don't be afraid of AI.

Used well, it won't replace you — **it will amplify you.**