

# Turbocharge Your Career Development with GenAI

## Outline:

Phase	Task	Demo	Link
Self-Reflection	What am I good at?	Dump CV into LLM	<a href="#">Claude</a>
Self-Reflection	What do I enjoy doing?  What fields or roles should I explore within the UN?	ChatGPT Voice Mode to talk out loud with AI	<a href="#">ChatGPT</a>
UN Exploration	Where do I fit in at the UN?	Personalized Research Report	<a href="#">Gemini</a>
UN Exploration	How can I optimize my UN Careers site search?	Prioritize the filters on UN Careers based on my background	<a href="https://careers.un.org/jobopening?language=en">https://careers.un.org/jobopening?language=en</a> <a href="https://chatgpt.com/">https://chatgpt.com/</a>
Application	Improve LinkedIn	Take screenshot of profile	<a href="https://linkedin.com/in/rishanmohamed">https://linkedin.com/in/rishanmohamed</a> <a href="https://chatgpt.com/">https://chatgpt.com/</a>
Application	Optimize Resume	HiringCoachAI	<a href="https://hiringcoach.ai">https://hiringcoach.ai</a>
Application	Write Cover letter	HiringCoachAI	<a href="https://hiringcoach.ai">https://hiringcoach.ai</a>
<i>Application</i>	<i>Answer Application Questions</i>	<i>HiringCoachAI</i>	<a href="https://hiringcoach.ai">https://hiringcoach.ai</a>
Application	Optimize LinkedIn	HiringCoachAI	<a href="https://hiringcoach.ai">https://hiringcoach.ai</a>
Application	Practice Interview Questions	HiringCoachAI	<a href="https://hiringcoach.ai">https://hiringcoach.ai</a>



# SAMPLE CV

## Alex Morgan

New York, NY • +1 (212) 555-7890 • alex.morgan@protonmail.com •  
linkedin.com/in/AlexMorganImpact

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## Professional Summary

Results-driven international development leader with over 12 years of experience managing multi-million-dollar programs and operational initiatives globally. Proven track record in increasing efficiency, reducing costs, and driving stakeholder engagement through data-driven decision-making and strategic innovation. Highly skilled at blending nonprofit expertise with private sector strategies to deliver substantial business impact.

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## Professional Experience

### Senior Program Manager – Global Health Initiatives

*UNICEF, New York, NY | July 2016 – Present*

- Managed an annual portfolio of \$50M across 15+ countries, boosting service delivery efficiency by 25% and reducing operational costs by 18%.
- Supervised a cross-functional team of 35+ professionals, achieving a 20% improvement in project turnaround and elevating team performance by 15%.
- Developed and implemented a comprehensive monitoring system that cut reporting turnaround times by 20%, ensuring adherence to KPIs and compliance standards.
- Negotiated strategic partnerships with governments and private entities, generating an additional \$10M in co-funding over three years.
- Instituted risk management protocols that lowered emergency response disruptions by 15% during critical phases.

### Senior Advisor – Corporate Social Responsibility & Sustainability

*Accenture, New York, NY | January 2019 – Present*

- Designed and executed CSR strategies for high-profile clients, achieving an average revenue uplift of 10% through targeted sustainability initiatives.
- Collaborated with global teams across five continents to enhance CSR program adoption by 20%, resulting in improved brand reputation and new business opportunities.
- Led strategic advisory projects that secured over \$5M in community development funding, aligning corporate objectives with sustainable growth goals.
- Leveraged data analytics to optimize resource allocation and reduce environmental impact by 12% across multiple projects.

## **Regional Program Coordinator – Education & Child Protection**

*UNICEF, Nairobi, Kenya | August 2012 – June 2016*

- Coordinated multi-sector programs impacting over 500,000 children in 10+ regions, leading to a 12% improvement in educational outcomes and a 10% increase in child protection metrics.
- Secured \$12M in grants through strategic donor engagement and persuasive proposal development, improving funding success rates by 35% annually.
- Led a regional team of 20 professionals, streamlining processes to enhance project delivery by 18% and cut administrative costs by 12%.
- Implemented community training workshops that increased program outreach by 25%, extending benefits to an additional 50,000 beneficiaries each year.
- Established data-driven performance benchmarks that resulted in a 10% improvement in resource utilization across all projects.

## **Deputy Director – Emergency Response Operations**

*UNICEF, Geneva, Switzerland | December 2010 – July 2012*

- Oversaw rapid deployment operations for crisis interventions in 20+ countries, reducing emergency response times by 22% and ensuring coordination among 50+ field teams.
- Developed strategic emergency response frameworks that enhanced operational efficiency by 18% during critical interventions.
- Managed cross-department communications and logistics, ensuring 100% compliance with international humanitarian guidelines.
- Coordinated closely with international agencies, leading to a 15% increase in post-crisis funding and enhanced resource mobilization.

## **Consulting Advisor – Global Impact Strategies**

*New York, NY | Contract Engagement, 2018 – Present*

- Provided strategic consulting to both private and public sector clients, delivering an average improvement of 12% in operational efficiency through tailored CSR initiatives.
- Advised on performance management strategies that enhanced client metrics by 15% within the first six months of engagement.
- Designed and delivered customized workshops on cross-sector innovation, fostering a 20% increase in interdepartmental collaboration.
- Supported stakeholder engagement efforts that increased project funding by 10% via effective cross-sector partnerships.

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## **Education**

### **Master of Public Administration (MPA)**

Harvard Kennedy School, Harvard University, Cambridge, MA • 2010

## **Bachelor of Arts in International Relations**

University of California, Berkeley, CA • 2008

### **Certifications**

- **Project Management Professional (PMP)** – Project Management Institute, 2014
- **Certified Data Analyst** – Microsoft, 2015
- **Advanced Certificate in Humanitarian Response** – International Rescue Committee, 2012

### **Technical Skills**

- **Project Management:** Microsoft Project, Asana, Trello
- **Data Analysis:** Advanced Excel, Tableau, SPSS
- **Financial Modeling:** Budgeting & Forecasting Tools
- **CRM Systems:** Salesforce
- **Office Tools:** Microsoft Office Suite, Google Workspace

### **Professional Affiliations**

- Member, International Association for Impact Assessment
- Member, Global Social Impact Forum

### **Awards & Recognitions**

- **UNICEF Leadership Award (2019):** Honored for innovative strategies that delivered a 20% boost in organizational efficiency.
- **Excellence in Program Delivery Award (2018):** Recognized for driving key performance improvements and increasing regional funding by 30%.

### **Publications & Presentations**

- *Co-author*, “Innovative Strategies for Global Health Program Efficiency” – Published in the *Journal of International Development* (2020).
- *Presenter*, “Leveraging Data-Driven Solutions in Cross-Sector Initiatives” – Keynote Speaker at the Global Impact Summit (2021).

### **Languages**

- **English:** Fluent
- **Spanish:** Professional Working Proficiency
- **French:** Basic Conversational

### **Community & Volunteer Involvement**

- **Mentor, Women in Leadership Initiative:** Empowering emerging professionals by transferring skills from international development to private enterprise.

- **Volunteer Advisor, NYC Community Outreach Programs:** Developed strategic plans that increased local engagement by 30% and enhanced program sustainability.



# SAMPLE JD: UN Women

[https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1001/jobs/preview/25166/?lastSelectedFacet=AttributeChar24&selectedFlexFieldsFacets=%22AttributeChar24%7CInternational+opportunities%22](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/jobs/preview/25166/?lastSelectedFacet=AttributeChar24&selectedFlexFieldsFacets=%22AttributeChar24%7CInternational+opportunities%22)

## International Consultant to Deliver Trainings on Women's Empowerment Principles for the Private Sector Representatives

Tbilisi, Georgia

### Job Info

Job Identification 25166

Posting Date 03/27/2025, 12:05 AM

Apply Before 04/10/2025, 08:59 PM

Job Schedule Full time

Locations

Tbilisi, Georgia

Vacancy Type Individual Consultancy

Job Function Economic Empowerment

Initial Contract Duration 14 working days in the period of 21 April 2025 – 30 June 2025

Education & Work Experience Master's Degree - 7 year(s) experience OR Bachelor's Degree - 9 year(s) experience

Required Languages English

Vacancy Category International opportunities

### Job Description

#### Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of equality between women and men as

partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women in Georgia supports state and non-state partners towards the achievement of substantive gender equality. In line with national and international commitments, UN Women works on the levels of policies and legislation, institutions and grassroots, to achieve transformative results for increased gender equality and greater protection of the rights of women and girls.

UN Women is currently implementing a regional project on “Women’s Economic Empowerment in the South Caucasus” Phase III (WEESC III) funded by the Swiss Agency for Development and Cooperation (SDC). The project has started in September 2024 and will last till August 2026. The first phase of the project took place during 2018-2020, followed by the second phase during 2021-2024. The overarching goal of the project is to ensure that women, particularly the poor and socially excluded, in the South Caucasus countries, including Azerbaijan are economically empowered and participate in relevant decision-making. Despite notable advancements, Women’s Economic Empowerment (WEE) remains a significant challenge in the South Caucasus. Factors such as low female participation in formal employment, gender wage disparities, unequal political engagement, and women bearing disproportionate responsibility for caregiving all contribute to limited access to financial services for women and hinder their economic empowerment. Additionally, pervasive gender stereotypes and discriminatory practices persist across all three countries, further impeding progress in WEE.

The project aims that women, particularly the poor and socially excluded, are able to use skills, economic opportunities, relevant information, network and support to become farmers/entrepreneurs or to join the formal labor sector in the South Caucasus countries. The project is planning to achieve this through an increased understanding of the Women’s Empowerment Principles (WEPs) of private sector and institutionalize measures that benefit women, specifically in rural areas among others. With this purpose the activities will be carried out in Azerbaijan, focusing on providing technical support to companies to raise awareness of and adopt the WEPS. The aim is to implement gender-responsive corporate policies and practices that enhance women’s access to decent work and promote the inclusion of more women-owned and collective enterprises in supply chains. This technical support will equip private companies with tools to develop and implement gender-responsive corporate policies and practices that increase women’s access to decent work. Target companies will include medium- and large-sized businesses operating in or with supply chain links in rural areas to integrate more women-owned enterprises in their supply chains.

Over the past five years, the private sector's interest in women's empowerment has been steadily growing across Georgia, Armenia, and Azerbaijan, driven in part by UN Women's

engagement. An increasing number of businesses in the region have adopted policies, programmes, and initiatives that foster diverse and inclusive workplaces where women and girls can thrive. More companies are integrating inclusive business models and investing in women's economic empowerment, recognizing that gender equality is not only a social imperative but also a business advantage.

Businesses across the region are realizing that fostering gender-inclusive environments leads to better outcomes—including reduced absenteeism and turnover, increased innovation and employee engagement, expanded market opportunities, stronger investor confidence, enhanced community reputation, and improved productivity and profitability. These efforts contribute not only to the success of individual companies but also to the broader economic and social well-being of communities, ultimately driving sustainable growth across the region.

As a continuation of the WEPs work, the UN Women plans to continue reaching out to and supporting businesses in Armenia, Azerbaijan and Georgia through the provision of information on the WEPs, tailored and targeted advisory services and other types of technical support to implement WEPs-guided, gender-responsive measures.

For this assignment, UN Women Georgia seeks to contract an international consultant, who, in close cooperation with the UN Women WEE team will develop the capacity of the private sector partners from Armenia, Azerbaijan and Georgia to implement the WEPs. The international consultant will be responsible for developing and delivering a comprehensive workshop for private sector participants coming from different countries, conducting assessments before and after the training, analyzing the results, and preparing a final report with recommendations for further capacity development.

The consultant will be reporting to Programme Analyst from the UN Women's Economic Empowerment portfolio, and the Project Assistant from the same portfolio who will be the point of contact on the contract and payment issues.

### **Description of Responsibilities / Scope of Work**

- To review existing training modules on Women's Empowerment Principles and in close consultation with UN Women staff develop a detailed agenda, presentations and relevant training materials for the training for private sector from Armenia, Azerbaijan and Georgia.
- To conduct 3.5 days of trainings/workshops on the Women's Empowerment Principles



for the training participants coming from the private sector from Armenia, Azerbaijan and Georgia.

- To carry out post-training assessment questionnaire with the training participants – in line with UN Women Georgia Country Office's relevant templates.
- To develop and conduct analysis of pre- and post-training assessments.
- To draft and submit the final training report outlining the training process, pre-and post-training assessments and recommendations for follow up actions, including on further capacity development needs of the participants.

#### **Deliverable:**

- A detailed work plan for the assignment submitted to UN Women based on the consultations with the UN Women staff by 30 April 2025 (2 working days);
- Detailed agenda, presentations and relevant training materials, including pre- and post-training tests (by 30 April 2025 (4 working days);
- Pre- and post-training tests conducted and analyzed by 23 June 2025 (2 working days);
- 3.5 days of trainings conducted on Women's Empowerment Principles within the private sector by 23 June 2025 (4 working days);
- The final training report in English, outlining the training process, results of the pre-and post-training assessments and recommendations for follow up actions, including on further capacity development needs of the participants written and submitted to UN Women by 23 June 2025 (2 working days).

#### **Payment Schedule (optional)**

- Payment will be made by 9 May 2025 (30%)
- Payment will be made by 30 June 2025 (70%)

#### **Consultant's Workplace and Official Travel**

This is a home-based consultancy.

As part of this assignment, there will be a maximum one trip to Tbilisi, Georgia with 4 working and 2 travel days.

**Competencies:****Core Values:**

- Integrity;
- Professionalism;
- Respect for Diversity.

**Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues;
- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Please visit [this link](#) for more information on UN Women's Values and Competencies Framework:

**Functional Competencies:**

- Technical credibility in policy research
- Technical credibility in legislative analysis
- Business acumen
- Negotiation
- Partnerships building

**Required Qualifications:****Education and Certification:**

- Advanced University degree (at least Masters) in Economics, Sociology, Law, Gender, Human Rights, Labor relations, or similar fields is required.
- A first-level university degree in combination with 9 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience:**

- At least 7 years with Master's degree or minimum 9 years with Bachelor's degree of relevant professional experience in the field of gender equality and women's rights.
- At least 7 years with Master's degree or minimum 9 years with Bachelor's degree of working experience providing capacity development trainings on gender equality and gender mainstreaming to various stakeholders, including representatives of the private sector, is required.
- Demonstrated knowledge of the Women's Empowerment Principles (WEPs) and experience in delivering trainings on the WEPs.
- Previous experience in working with UN agencies, and other international organizations would be a strong asset.

### **Languages:**

- Fluency in English is required.

### **Statements:**

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

### **Diversity and inclusion:**

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or

any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)

**Note: Applicants must ensure that all sections of the application form, including the sections on education and employment history, are completed. If all sections are not completed the application may be disqualified from the recruitment and selection process.**



# Self-Reflection

## What am I good at?

Goal: Demonstrate prompting basics by comparing prompts of differing specificity

Tool: [Claude \(Anthropic\)](#)

Model: 3.7 Sonnet

Prompt #1: Simple

What am I good at?

Prompt #2: Specific

Components:

- Role: give the AI a role
- Context: Additional information that would be helpful for the AI to understand
- Task: What do you want the AI to do?
  - Specifics: what do you want the output to look like and include?
- Examples: What does a good result look like?
- Constraints: What should it not do or avoid doing?

**Persona:** Act as a leading International Development Career Coach and Strategist. You possess deep expertise in analyzing resumes/CVs from the development sector, understanding the competencies valued by NGOs, international organizations (IOs), donor agencies, foundations, and related entities. You are skilled at identifying transferable skills crucial for career growth and impact in global development.

**Context:** The user requires a detailed analysis of their provided CV/resume to identify their core competencies developed through their international development experience. The goal is to receive actionable insights for refining their professional narrative and targeting future opportunities within the sector.

**Core Objective:** Analyze the provided International Development CV/Resume meticulously. Identify the user's most prominent and impactful skills, provide concrete evidence for each skill directly from the document, and offer strategic advice on leveraging these skills within the international development landscape.

### Detailed Instructions:

1. **Comprehensive CV/Resume Review:** Read the entire document provided below thoroughly. Pay close attention to roles (field-based, HQ, technical advisory), responsibilities, specific programs or projects, funding sources mentioned, listed accomplishments (especially those detailing impact, scale, or results), technical skills, language proficiency, publications, and any explicitly stated skills or training.
2. **Skill Identification & Prioritization:**

- Identify a list of the user's strongest technical (hard) and professional (soft) skills demonstrated in the CV/Resume.
  - Consider skills explicitly mentioned *and* skills strongly implied by the described duties, context (e.g., post-conflict, low-resource settings), and achievements.
  - Prioritize skills most relevant and valuable within the international development sector (e.g., **program/project design & management, monitoring & evaluation (M&E), grant writing & management, budget oversight, partnership building, cross-cultural communication & collaboration, capacity building/training, stakeholder engagement (donors, government, local partners, beneficiaries), advocacy, research & analysis, specific thematic expertise (health, education, WASH, governance, etc.), field operations & logistics, adaptability/resilience**).
3. **Evidence-Based Skill Substantiation:**
- For *each* prioritized skill identified:
    - Clearly state the skill.
    - Provide specific, concrete examples *directly* from the CV/Resume text. Reference the specific role, organization, project, duty, or accomplishment that demonstrates this skill. Quote or accurately paraphrase relevant parts of the document as evidence.
    - Explain *how* the cited examples effectively showcase proficiency in that skill, focusing on the *context, actions taken, and impact or results* described in the CV/Resume where possible.
4. **Strategic Recommendations:**
- For each skill, briefly suggest how the user can better articulate or emphasize this skill in future job applications (tailored resumes, cover letters) or during interviews for international development roles.
  - Consider how these skills align with typical requirements found in job descriptions from NGOs, UN agencies, donor organizations, etc.
5. **Output Formatting & Tone:**
- **Overall Summary:** Begin with a concise (2-3 sentence) executive summary highlighting the user's major strengths and overarching capabilities relevant to the international development field, as evident from their CV/Resume.
  - **Structured Skill Analysis:**
    - Use clear, bold headings for each identified skill (e.g., "**Skill 1: Program Cycle Management**").
    - Under each heading, use bullet points for:
      - **Evidence from CV/Resume:** Detail the specific roles, tasks, projects, or accomplishments demonstrating the skill (quoting/paraphrasing).
      - **Analysis:** Explain *how* this evidence proves the skill, linking actions to outcomes/impact within the development context.
      - **Recommendation:** Suggest how to leverage or articulate this skill effectively for future international development opportunities.

- **Tone:** Maintain a highly professional, insightful, encouraging, and constructive tone. The analysis should be actionable and tailored to career advancement within the international development sector. Ensure clarity and conciseness.

## **International Development CV/Resume for Analysis:**

### **Alex Morgan**

New York, NY • +1 (212) 555-7890 • alex.morgan@protonmail.com •  
linkedin.com/in/AlexMorganImpact

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## **Professional Summary**

Results-driven international development leader with over 12 years of experience managing multi-million-dollar programs and operational initiatives globally. Proven track record in increasing efficiency, reducing costs, and driving stakeholder engagement through data-driven decision-making and strategic innovation. Highly skilled at blending nonprofit expertise with private sector strategies to deliver substantial business impact.

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## **Professional Experience**

### **Senior Program Manager – Global Health Initiatives**

*UNICEF, New York, NY | July 2016 – Present*

- Managed an annual portfolio of \$50M across 15+ countries, boosting service delivery efficiency by 25% and reducing operational costs by 18%.
- Supervised a cross-functional team of 35+ professionals, achieving a 20% improvement in project turnaround and elevating team performance by 15%.
- Developed and implemented a comprehensive monitoring system that cut reporting turnaround times by 20%, ensuring adherence to KPIs and compliance standards.
- Negotiated strategic partnerships with governments and private entities, generating an additional \$10M in co-funding over three years.
- Instituted risk management protocols that lowered emergency response disruptions by 15% during critical phases.

### **Senior Advisor – Corporate Social Responsibility & Sustainability**

*Accenture, New York, NY | January 2019 – Present*

- Designed and executed CSR strategies for high-profile clients, achieving an average revenue uplift of 10% through targeted sustainability initiatives.
- Collaborated with global teams across five continents to enhance CSR program adoption by 20%, resulting in improved brand reputation and new business opportunities.

- Led strategic advisory projects that secured over \$5M in community development funding, aligning corporate objectives with sustainable growth goals.
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### **Regional Program Coordinator – Education & Child Protection**

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- Led a regional team of 20 professionals, streamlining processes to enhance project delivery by 18% and cut administrative costs by 12%.
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  - Advised on performance management strategies that enhanced client metrics by 15% within the first six months of engagement.
  - Designed and delivered customized workshops on cross-sector innovation, fostering a 20% increase in interdepartmental collaboration.
  - Supported stakeholder engagement efforts that increased project funding by 10% via effective cross-sector partnerships.
-



## Education

### Master of Public Administration (MPA)

Harvard Kennedy School, Harvard University, Cambridge, MA • 2010

### Bachelor of Arts in International Relations

University of California, Berkeley, CA • 2008

## Certifications

- **Project Management Professional (PMP)** – Project Management Institute, 2014
- **Certified Data Analyst** – Microsoft, 2015
- **Advanced Certificate in Humanitarian Response** – International Rescue Committee, 2012

## Technical Skills

- **Project Management:** Microsoft Project, Asana, Trello
- **Data Analysis:** Advanced Excel, Tableau, SPSS
- **Financial Modeling:** Budgeting & Forecasting Tools
- **CRM Systems:** Salesforce
- **Office Tools:** Microsoft Office Suite, Google Workspace

## Professional Affiliations

- Member, International Association for Impact Assessment
- Member, Global Social Impact Forum

## Awards & Recognitions

- **UNICEF Leadership Award (2019):** Honored for innovative strategies that delivered a 20% boost in organizational efficiency.
- **Excellence in Program Delivery Award (2018):** Recognized for driving key performance improvements and increasing regional funding by 30%.

## Publications & Presentations

- *Co-author*, “Innovative Strategies for Global Health Program Efficiency” – Published in the *Journal of International Development* (2020).
- *Presenter*, “Leveraging Data-Driven Solutions in Cross-Sector Initiatives” – Keynote Speaker at the Global Impact Summit (2021).

## Languages

- **English:** Fluent
- **Spanish:** Professional Working Proficiency
- **French:** Basic Conversational

## **Community & Volunteer Involvement**

- **Mentor, Women in Leadership Initiative:** Empowering emerging professionals by transferring skills from international development to private enterprise.
- **Volunteer Advisor, NYC Community Outreach Programs:** Developed strategic plans that increased local engagement by 30% and enhanced program sustainability.

# What do I enjoy doing?

Goal: Demonstrate ChatGPT Voice Mode for having more natural conversations

Tool: [ChatGPT](#):

Direct link to exercise: <https://chatgpt.com/share/67f62dcb-66d4-8003-a54e-98ed8eff6c84>

Model: o3-mini high - Voice Mode

Steps:

- Paste in CV
- Stop ChatGPT's response
- Activate Voice Mode
- Guiding questions:
  - I want to have a discussion where you act as my career coach. I've been in my career for a long time and I've gotten really good at certain things, but I'm not sure that those are the things that I really want to be doing. Help me figure out what I like.
    - Push me to be honest with myself about what I enjoy and don't enjoy
    - Our goal is to identify a list of things I like to do
    - Be firm about pushing me to explore the statements I make about what I like
  - I don't want to get bogged down in exploring career paths yet, let's just talk about what I'm interested in
  - Ok, now let's talk about potential careers that could align with those interests
  - Summarize the key takeaways from our conversation
- Guiding characteristics of persona for Alex Morgan:
  - Advocating for equity, inclusion, and the rights of the marginalized
    - Regional Program Coordinator – Education & Child Protection (UNICEF, Nairobi):
      - Coordinated multi-sector programs impacting over 500,000 children, improving educational outcomes and child protection metrics — directly aligned with rights-based, inclusive programming.
      - Implemented community training workshops, increasing outreach by 25% and reaching an additional 50,000 beneficiaries annually.
    - Mentor, Women in Leadership Initiative:
      - Actively mentors emerging professionals, supporting equity in leadership transitions, particularly from the public to private sector.
  - Collaborating with governments to influence national policy
    - Senior Program Manager – Global Health Initiatives (UNICEF, NY):
      - Negotiated strategic partnerships with governments and private entities, resulting in \$10M in additional co-funding — indicating

strong engagement in influencing health priorities and funding decisions.

- Regional Program Coordinator (UNICEF, Nairobi):
  - Secured \$12M in grants through strategic donor engagement, contributing to policy influence through increased program scope.
- Building deep relationships with communities, especially women and youth
  - Regional Program Coordinator (UNICEF, Nairobi):
    - Implemented community training workshops, increasing outreach and engagement significantly — an example of grassroots connection and empowerment.
  - Volunteer Advisor, NYC Community Outreach Programs:
    - Developed strategic plans that increased local engagement by 30% and enhanced sustainability — shows continued commitment to local, community-based work.
- Leading or contributing to campaigns that shift social norms
  - Regional Program Coordinator (UNICEF, Nairobi):
    - Led education and child protection programming, which often includes components such as ending child marriage and promoting girls' education.
    - These programs typically involve large-scale behavior and norm-change campaigns in UNICEF field offices.
- Working on gender-sensitive programming, especially for adolescent girls
  - Regional Program Coordinator (UNICEF, Nairobi):
    - Education and child protection programs in this context typically integrate gender-sensitive curricula and safety for girls in and out of school.
    - Community workshops and training programs often include components aimed at protecting adolescent girls.
- Being part of a mission-oriented culture that's bigger than any one person
  - 12+ years at UNICEF across global offices, consistently focused on large-scale humanitarian and development missions — shows deep alignment with mission-first work.
  - UNICEF Leadership & Excellence Awards:
  - Recognition for organizational impact and efficiency is an indicator of internal motivation tied to broader goals, not just individual success.

## **International Development CV/Resume for Analysis:**

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- Collaborated with global teams across five continents to enhance CSR program adoption by 20%, resulting in improved brand reputation and new business opportunities.
- Led strategic advisory projects that secured over \$5M in community development funding, aligning corporate objectives with sustainable growth goals.
- Leveraged data analytics to optimize resource allocation and reduce environmental impact by 12% across multiple projects.

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*New York, NY | Contract Engagement, 2018 – Present*

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## **Education**

### **Master of Public Administration (MPA)**

Harvard Kennedy School, Harvard University, Cambridge, MA • 2010

### **Bachelor of Arts in International Relations**

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## **Certifications**

- **Project Management Professional (PMP)** – Project Management Institute, 2014
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# UN Exploration

## Fit Research Report

# Which UN orgs are the best fit for me?

Goal: Demonstrate Gemini Deep Research

Tool: [Gemini](#)

Model: Deep Research

Prompt:

Rank every UN department by how good a fit it is for my background. Give each department a score of 0-100 with 100 being a perfect fit. Include every single UN department. Show it to me in table format. Here is my resume:

### Alex Morgan

New York, NY • +1 (212) 555-7890 • [alex.morgan@protonmail.com](mailto:alex.morgan@protonmail.com) • [linkedin.com/in/AlexMorganImpact](https://www.linkedin.com/in/AlexMorganImpact)

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### Professional Summary

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# Rank UN Opportunities

## How do I most effectively use the UN Careers website?

Goal: Be intentional in exploring UN opportunities

Site: <https://careers.un.org/jobopening?language=en>

Tool: <https://chatgpt.com>

Prompt:

**Rank order which combination of filters I should use to guide my search for jobs within the UN.**

- Copy/Paste the filter list from the left-side panel
- Paste resume

Follow-up prompt:

**Help me set up job alerts**

Full Content of the prompt:

**Rank order which combination of filters I should use to guide my search for jobs within the UN.**

### Job Network

- Economic, Social and Development
- Information and Telecommunication Technology
- Internal Security and Safety
- Legal
- Logistics, Transportation and Supply Chain
- Management and Administration
- Political, Peace and Humanitarian
- Public Information and Conference Management
- Science

### Job Family

#### Category

- Professional and Higher Categories
- Field Service
- General Service and Related Categories
- National Professional Officers
- Internship
- Consultants

### Level

- ASG

- D-1
- D-2
- IN-1
- IN-2
- P-1
- P-2
- P-3
- P-4
- P-5
- P-6
- P-7
- T-1
- T-2
- T-3
- T-4
- INT-II
- INT-I
- FS-1
- FS-2
- FS-3
- FS-4
- FS-5
- FS-6
- FS-7
- G-1
- G-2
- G-3
- G-4
- G-5
- G-6
- G-7
- LT-1
- S-1
- S-2
- S-3
- S-4
- S-5
- S-6
- S-7
- TC-1
- TC-2
- TC-3
- TC-4
- TC-5

- TC-6
- TC-7
- TC-8
- NO-2
- NO-3
- NO-A
- NO-B
- NO-C
- NO-D
- NO-E
- I-1
- CON

#### Date Posted

- Within last 24 hrs
- Within last 7 days
- Within last 30 days

#### Duty Station

- Abeche
- Abidjan
- Abu Dhabi
- Abuja
- Abyei
- Accra
- Addis Ababa
- Aden
- Agadez
- Ahwar
- Ain Ziouani
- Al Basrah
- Al Hasakah
- Aleppo
- Algiers
- Almaty(Alma Ata)
- Amman
- Amret al Faouar
- An Najaf
- Anbar
- Ankara
- Anori
- Antananarivo
- Apartado
- Apia
- Ar Ramadi
- Arauca

- Aru
- Arusha
- Ashkhabad
- Asmara
- Astana
- Asuncion
- Athens
- Awasa
- Aweil
- Babil
- Bafata
- Baga Sola
- Baghdad
- Baidoa
- Baku
- Bamako
- Bambari
- Bamyan
- Bangassou
- Bangkok
- Bangui
- Banjul
- Baraka
- Barcelona
- Barrancabermeja
- Barranquilla
- Battambang
- Beijing
- Beirut
- Belet Uen
- Belgrade
- Bendera
- Benghazi
- Beni
- Bentiu
- Berberati
- Berlin
- Bern
- Bertoua
- Birao
- Bishkek
- Bissau
- Bogota
- Bonn

- Bor (Jongli/South Sudan)
- Bosasso
- Bossangoa
- Bouar
- Brasilia
- Brazzaville
- Bria
- Bridgetown
- Brindisi
- Brussels
- Buale
- Buba
- Bucaramanga
- Budapest
- Buea
- Buenaventura
- Buenos Aires
- Bujumbura
- Buka
- Bukavu
- Bunia
- Busan
- Butembo
- Cairo
- Cali
- Cambridge
- Canberra
- Cape Town
- Caracas
- Charras
- Chisinau
- Ciudad Guayana
- Colombo
- Conakry
- Copenhagen
- Cotabato City
- Cotonou
- Cox's Bazaar
- Cucuta
- Dabeiba
- Dadaab
- Dakar
- Damascus
- Damaturu



- Damazine
- Dar es Salaam
- Dese
- Dhaka
- Dhi Qar
- Dhusamareeb
- Diffa
- Dili
- Dire Dawa
- Diyala
- Djbouti
- Doha
- Dohuk (Duhok)
- Donetsk
- Douala
- Dubai
- Dushanbe
- East Jerusalem
- Ed Da'ein
- El Fasher
- El Geneina (Al Junaynah)
- El Obeid
- Entebbe
- Enugu
- Erbil
- Faizabad
- Farchana (Sonus Prefecture Farchana - gov't office)
- Faryab
- Fizi
- Florencia
- Fonseca
- Freetown
- Fukuoka
- Gaza
- Geneva
- Golo
- Goma
- Gore
- Goz Beida
- Guatemala City
- Guiglo
- Gulu
- Hanoi
- Harare

- Hargeisa
- Havana
- Hebron
- Herat
- Hodeidah
- Homs
- Ibb
- Icononzo
- Incheon City
- Islamabad
- Ismailia
- Istanbul
- Ituri
- Jakarta
- Jalalabad
- Jayapura(Irian Jaya/Papua)
- Jerusalem
- Jijiga
- Johannesburg
- Jowhar
- Juba
- Kabkabiya
- Kabul
- Kadugli
- Kaduna
- Kaga Bando
- Kakuma
- Kalehe
- Kalemie
- Kamanyola
- Kampala
- Kananga
- Kandahar
- Kanyabayonga
- Karachi
- Karbala
- Kass
- Kassala
- Katale
- Kathmandu
- Kaya
- Kebridehar
- Kharkiv
- Khartoum

- Khor Abeche
- Kidal
- Kigali
- Kigoma
- Kilinochi
- Kindu
- Kingston
- Kinshasa
- Kirkuk
- Kisangani
- Kismayo
- Kitgum
- Kitshanga
- Kiwanja
- Kobe
- Kongolo
- Kotido
- Koukou
- Kramatorsk
- Kuajok
- Kuala Lumpur
- Kunduz
- Kupang
- Kutum (North Darfur)
- Kuwait
- Kyiv
- La Paz
- Laayoune
- Lagos
- Lahore
- Las Colinas
- Lashio
- Libreville
- Lilongwe
- Lima
- Lira
- Lisbon
- Lome
- London
- Luanda
- Lubero
- Lubumbashi
- Luhansk
- Lusaka

- Lviv
- Madrid
- Maiduguri
- Makassar
- Malabo
- Malakal
- Managua
- Manama
- Manawashi
- Manila
- Manono
- Maputo
- Maradi
- Mariupol
- Maroua
- Maseru
- Maymana
- Maysan
- Mazar-i-Sharif
- Mbabane
- Medan
- Medellin
- Mekelle
- Melut
- Menaka
- Mesetas
- Mexico City
- Minembwe
- Minova
- Minsk
- Miravalle
- Mitrovica (Kosovo)
- Moba
- Mocoa
- Mogadiscio
- Mombasa
- Monrovia
- Monteria
- Montevideo
- Montreal
- Mopti
- Moroni
- Moroto
- Moscow

- Mosul
- Muthanna
- Muzaffarabad
- Mwanza
- Mwenga
- Myitkyina
- Nablus
- Nagoya
- Nairobi
- Naqoura
- Nassau
- Nay Pyi Taw
- Nazareth (Nazret)
- Ndele
- Ndjamena
- Neiva
- Nekemte
- Nertiti
- New Delhi
- New York
- Niamey
- Nicosia
- Nouakchott
- Nuku'Alofa
- Nyabiondo
- Nyala
- Nyamilima
- Nyanzale
- OTHER
- Obo
- Odessa
- Osaka
- Osh
- Ottawa
- Ouagadougou
- Panama City
- Paris
- Pibor
- Podgorica
- Popayan
- Port Louis
- Port Moresby
- Port Sudan
- Port Victoria

- Port of Spain
- Port-au-Prince
- Prague
- Praia
- Pretoria
- Pristina
- Puerto Asis
- Puli-Khumri
- Pyongyang
- Qadisiyah
- Qamishli
- Quetta
- Quibdo
- Quito
- Rabat
- Ramallah
- Rio de Janeiro
- Riyadh
- Rome
- Rumbek OLS
- Rutshuru
- Rwindi
- Sa'ada
- Sabha
- Sake
- Salah Ad Din
- San Cristobal
- San Jose
- San Jose del Guaviare
- San Juan
- San Salvador
- San Vicente Caguan
- Sana'a
- Sange
- Santander Quilichao
- Santiago
- Santo Domingo
- Sao Domingos
- Sao Tome
- Saraf Umra
- Sarajevo
- Semera
- Seoul
- Shabunda

- Shangal Tobaye (Shingil Tobaya)
- Sincelejo
- Singapore
- Sittway (Sittwe)
- Skopje
- Sokhumi
- Soroti
- Sortony
- Srinagar
- Sulaymaniah
- Suva
- Tahoua
- Tallinn
- Tamale
- Tashkent
- Tbilisi
- Tegucigalpa
- Tehran
- Tessalit
- The Hague
- Thimphu
- Tiberias
- Tibu
- Tillabery
- Tindouf
- Tirana
- Tokyo
- Tombouctou
- Torit
- Toyama
- Tripoli
- Tshikapa
- Tumaco
- Tunis
- Turin
- ULAN BATOR
- Uvira
- Valencia
- Valledupar
- Vienna
- Vientiane
- Villavicencio
- Vista Hermosa
- Wajir

- Walikale
- Walungu
- Warsaw
- Washington DC
- Wasit
- Wau
- Willemstad
- Windhoek
- Yambio
- Yangon
- Yaounde
- Yei
- Yerevan
- Yola
- Zalingei
- Zemio
- Zinder
- Zugdidi

#### Department

- International Court of Justice
- Global Compact Office
- Department of Global Communications
- Economic Commission for Africa
- Economic Commission for Europe
- Economic Commission for Latin America and the Caribbean
- Economic and Social Commission for Asia and the Pacific
- Chief Executives Board
- Economic and Social Commission for Western Asia
- United Nations Office at Geneva
- Division of Conference Management
- International Residual Mechanism for Criminal Tribunals
- Office of the High Commissioner for Human Rights
- Office of the SRSG for Children and Armed Conflict
- Office of Legal Affairs
- Executive Office of the Secretary-General
- United Nations Human Settlements Programme
- Office of the Special Representative to the Secretary-General on Violence Against Children
- United Nations Conference on Trade and Development
- United Nations Environment Programme
- International Trade Centre
- United Nations Office at Vienna
- Joint Inspection Unit
- Department for General Assembly and Conference Management
- Office of Internal Oversight Services



- Department of Economic and Social Affairs
- United Nations Office at Nairobi
- Office for Disarmament Affairs
- Office for the Coordination of Humanitarian Affairs
- United Nations Office for Disaster Risk Reduction
- Convention to Combat Desertification
- Regional Commissions - New York Office
- United Nations Office on Drugs and Crime
- United Nations Mission in the Republic of South Sudan
- United Nations Support Mission in Libya
- United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic
- United Nations Mission for the Referendum in Western Sahara
- United Nations Peacekeeping Force in Cyprus
- United Nations Interim Force in Lebanon
- United Nations Logistic Base
- United Nations Assistance Mission in Afghanistan
- Department of Safety and Security
- Technology Bank for the Least Developed Countries
- Resident Coordinator System
- Department of Management Strategy, Policy and Compliance Business Transformation and Accountability Division
- Department of Operational Support
- Department of Political and Peacebuilding Affairs
- Department of Peace Operations
- United Nations Mission to support the Hodeidah Agreement
- United Nations Joint Staff Pension Fund - Pension Administration
- United Nations Joint Staff Pension Fund – Office of Investment Management
- Rosters Administered by Department of Operational Support
- United Nations Office for Outer Space Affairs
- International Civil Aviation Organization
- UNOG Safety and Security Service
- DPPA-SPM cluster II
- Department for General Assembly and Conference Management – DCS Nairobi
- Department of Global Communication Geneva
- International Seabed Authority
- Department of Management Strategy, Policy and Compliance Office of Human Resources
- Department of Management Strategy, Policy and Compliance Office of Programme Planning, Finance and Budget
- Office of Counter-Terrorism
- Office of the IIIM-SYRIA
- United Nations Verification Mission in Colombia
- Office of the Victims' Rights Advocate

- Department of Political and Peacebuilding Affairs-Department of Peace Operations-Shared Structure
- United Nations Relief and Works Agency (UNRWA)
- Universal Postal Union(UPU)

## **Alex Morgan**

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# APPLICATION

## Revising Materials

### How do I improve my resume?

Goal: Show how AI can help improve resume bullets

Tool: [HiringCoach Resumes](#)

- Resume editing demo

### How do I improve my LinkedIn?

Goal: Show how AI can help improve multiple sections on a LinkedIn profile

Tool: [HiringCoach LinkedIn Recommendations](#)

- LinkedIn editing demo

### How can I write a personalized cover letter?

Goal: Show how AI can help write cover letters that actually sound like you

Tool: [HiringCoach Cover Letters](#)

- Cover Letter generator demo
  - [Sample Job Description - UN Women](#)

# How can I prepare for interviews?

Goal: Show how AI can give ideas for how to structure interview answers and give real-time feedback

Tool: [HiringCoach Interview Prep](#)

- Resume editing demo

# Appendix





# External Exploration

## What organizations should I explore?

Goal: Show the search-forward capabilities of Perplexity

Tool: [Perplexity](#)

Model: Default

Prompt:

### **Comprehensive prompt:**

Provide a list of 20 organizations that align with my career interests and goals. I have 10 years of experience in international development, with a passion for social impact and working with children. Exclude organizations likely affected by USAID downsizing or funding freezes. Focus on organizations that are actively hiring for positions in New York City or offering remote roles suitable for someone with my expertise. Prioritize organizations involved in child protection, education, or humanitarian efforts.

### **Short one for comparison:**

Give me 20 orgs in NYC or Remote that are hiring, focused on social impact, child protection, education, or humanitarian efforts

### **Takeaway:**

Both give good results; don't be intimidated by having to have the perfect prompt. If we asked the exact same thing again, we might get different results too, that's the nature of GenAI.

# Prioritize Efforts

## Where should I focus first?

Goal: Demonstrate Claude Artifacts for creating quick mini applications

Tool: [Claude](#)

Model: 3.7 Sonnet

Prompt:

Create an artifact to make the data below useful as I explore career next steps. Build a table with these columns:

1. Org name
2. Brief description
3. Status dropdown with the standard stages of organization exploration like “Exploring, Reached out, Phone Screen, etc.”
4. Ability to star and automatically move items to the top of the list

Other features:

1. Columns should be sortable and filterable
2. Rows should be draggable so they can be reordered
3. Add a delete button so I can delete any row
4. Add a confirmation dialog before I delete any row
5. Add a notes section where I can type in any notes I want

Give it a modern aesthetic that is easy to read and looks sleek.

Here is the data:

[PASTE IN DATA FROM LAST STEP, OR USE DATA BELOW]

## Organizations in NYC

1. UNICEF - Hiring for consultancy roles in child protection and social impact projects<sup>1</sup>.
2. Administration for Children’s Services (ACS) - Offers positions such as Child Protective Manager and Youth Justice Specialist<sup>6</sup>.
3. CAMBA - Provides integrated programs in education, youth development, family support, and housing<sup>2</sup>.
4. ACLU - Advocacy-focused roles such as Content Writer & Editor<sup>2</sup>.

5. Center for Reproductive Rights - Advocacy and policy positions related to social justice<sup>2</sup>.
6. Mount Sinai Health System - Social Worker roles focusing on child development and protection<sup>6</sup>.
7. MarcoPolo Learning - Early learning initiatives and educational advocacy roles<sup>2</sup>.

## **Remote Opportunities**

8. Save the Children - Multiple global positions, including Safeguarding Coordinator and Child Protection Specialists<sup>11</sup>.
9. International Rescue Committee (IRC) - Crisis Case Manager roles for unaccompanied children in the U.S.<sup>11</sup>.
10. HopeWell Inc - Comprehensive foster care supervisor roles focused on child welfare<sup>7</sup>.
11. Alliance CHPA - Remote consultancy positions in child protection strategy review<sup>11</sup>.
12. SOS Children's Villages - Ombuds roles supporting vulnerable children globally<sup>11</sup>.
13. Learning Community for Change (LCC) - Consultant roster for humanitarian and peacebuilding efforts<sup>11</sup>.

## **International NGOs with NYC Presence or Remote Roles**

14. Oxfam America - Advocacy against poverty and inequality worldwide; active despite USAID cuts<sup>9</sup>.
15. InterAction - A coalition of NGOs working on humanitarian programs globally, independent of USAID funding<sup>8</sup>.
16. Brookings Institution - Research-focused roles in humanitarian policy analysis<sup>3</sup>.

## **Additional NYC-Based Nonprofits**

17. New York Foundling - Focuses on child welfare and foster care services.
18. Children's Aid Society - Offers programs supporting vulnerable children in NYC.
19. Robin Hood Foundation - Funds education and poverty alleviation projects.
20. Big Brothers Big Sisters NYC - Mentorship programs for at-risk youth.

# Who can I learn from?

Goal: Mention exploring personal LinkedIn networks

Tool: [Happenstance](#)

- Briefly mention that Happenstance is a tool that enables you to search your LinkedIn network in natural language (e.g. who in my network works in social impact and has 10 years of experience and lives in New York or Geneva)
- No demo