

# AI Tools Guide for Opportunity Youth

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Your AI Toolbox for School, Work, and Life

Artificial Intelligence can help you learn new skills, find a job, stay organized, and explore career opportunities. This guide introduces some of the most popular AI tools available today and how they can support your goals.

## ChatGPT

Website: <https://chatgpt.com>

Best For: Homework help, resume writing, interview practice, budgeting, goal setting, and career exploration.

Example Prompt: Help me create a resume with no work experience.

Cost: Free version available

## Google Gemini

Website: <https://gemini.google.com>

Best For: Research, summarizing information, brainstorming ideas, school assignments, and career exploration.

Example Prompt: Explain the Civil Rights Movement in simple language.

Cost: Free version available

## Microsoft Copilot

Website: <https://copilot.microsoft.com>

Best For: Professional writing, email drafting, resume assistance, and Microsoft Office support.

Example Prompt: Help me write a professional email requesting an interview.

Cost: Free version available

## **Canva**

Website: <https://www.canva.com>

Best For: Creating flyers, social media graphics, presentations, and marketing materials.

Example Prompt: Create a flyer for my tutoring business.

Cost: Free version available

## **Grammarly**

Website: <https://www.grammarly.com>

Best For: Improving grammar, writing quality, scholarship essays, and professional communication.

Example Prompt: Review my cover letter and suggest improvements.

Cost: Free version available

## **Khan Academy**

Website: <https://www.khanacademy.org>

Best For: Tutoring support, GED preparation, math practice, and learning new subjects.

Example Prompt: Help me understand fractions.

Cost: Free version available

## **Perplexity**

Website: <https://www.perplexity.ai>

Best For: Research, fact checking, and finding reliable sources.

Example Prompt: What careers are projected to grow over the next ten years?

Cost: Free version available

## **Otter.ai**

Website: <https://otter.ai>

Best For: Meeting notes, lecture summaries, and organization.

Example Prompt: Summarize the notes from my workshop.

Cost: Free version available

## **Duolingo**

Website: <https://www.duolingo.com>

Best For: Learning languages and improving communication skills.

Example Prompt: Practice Spanish for 10 minutes a day.

Cost: Free version available

## **Suno**

Website: <https://suno.com>

Best For: Music creation, creative projects, and entrepreneurship.

Example Prompt: Create a song about reaching my goals.

Cost: Free version available

# Quick Start Guide

## I Need a Job

- ChatGPT
- Microsoft Copilot
- Perplexity

## I Need Help With School

- ChatGPT
- Google Gemini
- Khan Academy

## I Want to Start a Business

- ChatGPT
- Canva
- Google Gemini

## I Need to Get Organized

- ChatGPT
- Otter.ai
- Microsoft Copilot

## I Want to Explore Careers

- ChatGPT
- Google Gemini
- Perplexity

## Golden Rule

Never share personal information, Social Security numbers, passwords, banking information, or private documents with AI tools. Always verify important information before making decisions.