

# Building AI Skills Through Real Projects

## 10 Examples from my use of ChatGPT and Codex:

I use AI to learn unfamiliar tools, develop creative work, manage a business and solve everyday problems. These examples show students how real tasks can become opportunities to build skills they can explain and demonstrate to employers.



Career Skills for the Global You

ABOUT THIS DOCUMENT:  
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### 1 Producing an art book

I used AI to help prepare Unfettered, a book with a 104-page interior, revised covers and carefully placed images. I directed successive revisions and prepared Word and facing-page PDF copies for author and editor review.

**Skills to highlight** Creative direction, document production, visual quality control, version management.

### 2 Learning QuickBooks and closing my financial year

I used AI as a practical tutor while learning QuickBooks and completing my financial year-end work. Learning through a real task helped me connect explanations to the software and records in front of me.

**Skills to highlight** Self-directed learning, software proficiency, financial literacy, problem-solving.

### 3 Working through corporate taxes

I used AI to help me understand and work through my corporate taxes. It supported a detailed administrative task while I retained responsibility for the information and decisions involved.

**Skills to highlight** Interpreting instructions, financial administration, attention to detail, verification.

### 4 Developing my retirement financial plan

I used AI to help develop my retirement financial plan and organize the questions involved. The project turned a broad personal objective into a more structured planning exercise.

**Skills to highlight** Financial literacy, planning, structured questioning, decision-making.

### 5 Modernizing MyWorldAbroad

I am using AI to help migrate MyWorldAbroad from Drupal 7 to Drupal 11. I translate business needs into requirements, direct changes to content and workflows, and review and test the results.

**Skills to highlight** Project management, requirements writing, AI-assisted development, quality assurance.

### 6 Developing food ideas and recipes

I use AI to explore meals, ingredients and seasonings, and to plan cooking schedules. Everyday tasks offer frequent practice in providing context, refining suggestions and judging results.

**Skills to highlight** Context-rich prompting, experimentation, planning, iterative improvement.

### 7 Organizing groceries and household supplies

I use AI to maintain grocery lists, including spices, nuts and other supplies. Updating a working list gives me regular practice in organizing information as needs change.

**Skills to highlight** Information organization, purchasing coordination, list maintenance, workflow design.

### 8 Recovering missing emails

I used AI to help recover missing emails by working through a concrete technology problem. The process involved describing the issue, following the investigation and checking the outcome.

**Skills to highlight** Troubleshooting, diagnostic questioning, digital literacy, outcome verification.

### 9 Researching world politics

I use AI to explore world politics and make complex issues easier to investigate. Follow-up questions provide opportunities to examine competing explanations and distinguish claims from interpretation.

**Skills to highlight** Research, critical thinking, synthesis, source comparison, bias awareness.

### 10 Researching AI skills and career readiness

I use recurring AI-assisted research briefs to identify reports relevant to students and careers. I consider how the findings could inform MyWorldAbroad webinars and training resources.

**Skills to highlight** Research curation, continuous learning, evidence evaluation, audience awareness

## Major AI tips for students

**Start with the question.** State your goal, audience, context and desired output. Ask AI to identify missing information before it begins.

**For projects, prepare notes and a master plan.** Provide background, source material, constraints and examples upfront. Agree on milestones, what success looks like and a running record of decisions.

**For learning, ask for coaching.** Request explanations, practice tasks and feedback. Then repeat the task independently so you can demonstrate what you learned.

**For research and numbers, verify.** Check original sources, calculations and assumptions. For tax and financial decisions, confirm applicable rules and seek qualified advice when needed.

**For revisions, be specific.** Show what needs to change, explain why and give an example. Review each version against your original objective.

**For every task, keep ownership.** Protect confidential information, follow relevant AI-use policies and disclose assistance where required. Save the finished work and evidence of your checks.

**Tell employers what you can demonstrate.** “I used AI to help complete a real project. I defined the goal, evaluated and revised the output, and verified the result. I can explain what AI contributed and what I learned to do myself.”