

The background is a dark blue gradient on the left, transitioning into a glowing, tunnel-like structure on the right. The tunnel is composed of many thin, parallel lines that curve and converge towards the center, creating a sense of depth and movement. The light source is at the end of the tunnel, casting a bright glow that fades as it moves away.

Using Artificial Intelligence, Everyday

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FEBRUARY 11, 2025
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Goals for Today

- Take a bit of the mystery and fear out of A.I.
- Share some easy-to-use FREE tools
- Learn from each other

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What Today Will Not Include

- A philosophical discussion of A.I.
- A legal dissertation on A.I.
- A discussion of the ethics of A.I.

How I Use A.I.

- To enhance my writing in a specific direction
- To better align cover letters with job descriptions and company mission statements
- To check the tone or intensity of delicate messages

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Examples

BEFORE CHAT GPT

Joe:

I'd like to talk with you about your performance last week. Several of your co-workers complained that you were rude and dismissive in multiple venues. You have also been late on two major assignments. You need to improve immediately.

AFTER CHAT GPT

Subject: Checking In on Your Progress

Hi Joe,

I hope you're doing well. I wanted to take a moment to check in with you about last week and discuss how things are going. A few colleagues mentioned feeling that some of your interactions came across as a bit abrupt, and I'd love to work with you on ways to ensure clear and positive communication. Additionally, I noticed you've been running a bit behind on a couple of assignments, and I want to make sure you have the support you need to stay on track.

Let's find a time to chat so we can go over any challenges you're facing and talk about ways to set you up for success moving forward. I appreciate your efforts and am here to help however I can.

Looking forward to our conversation.

Best,
Rick

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Examples

BEFORE CHAT GPT

Please make this cover letter better suited to a job with Make a Wish as a Wish Granter.

To Whom It May Concern:

I am very interested in becoming a Wish Granter. I am a hard worker, I love kids, and my younger brother is very sick. I have a car and lots of free time.

Cordially, Rick

AFTER CHAT GPT

To Whom It May Concern,

I am excited to apply for the role of Wish Granter with Make-A-Wish. As someone who deeply values bringing joy and hope to children, I would be honored to help create unforgettable experiences for those facing critical illnesses.

My passion for this role is personal—my younger brother is very sick, and I have seen firsthand how much a moment of joy can mean to a child and their family during difficult times. I am a dedicated and compassionate individual who thrives on making meaningful connections. With a flexible schedule and reliable transportation, I am eager to volunteer my time to help bring wishes to life.

I would love the opportunity to contribute to Make-A-Wish's incredible mission. Thank you for your time and consideration. I look forward to discussing how I can support your team.

Best regards,
Rick Planos

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Examples

Before Chat GPT

There once was a
little boy,
Who wanted to
buy a new toy,
His name was Joe,
He stubbed his
toe,
It was very sore,
And then he
turned Four!

After Chat GPT

There once was a boy named Joe,
Who ran super fast—whoa, whoa,
WHOA!
He tripped on a sock,
Went BUMP on the clock,
Then laughed, “I’m still good to go!”
Now Joe is a big boy—he’s FOUR!
With giggles and fun galore!
He jumps and he plays,
On all of his days,
And loves his adventures more!
Happy Birthday, Joe! 🎉🎂

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Examples from Canva.com (free)




A birthday cake for my 4 year old grandson...

1,472px × 832px

 Edit in a design




Prompt 

A birthday cake for my 4 year old grandson Joe




A birthday cake for my 4 year old grandson...

1,472px × 832px

 Edit in a design

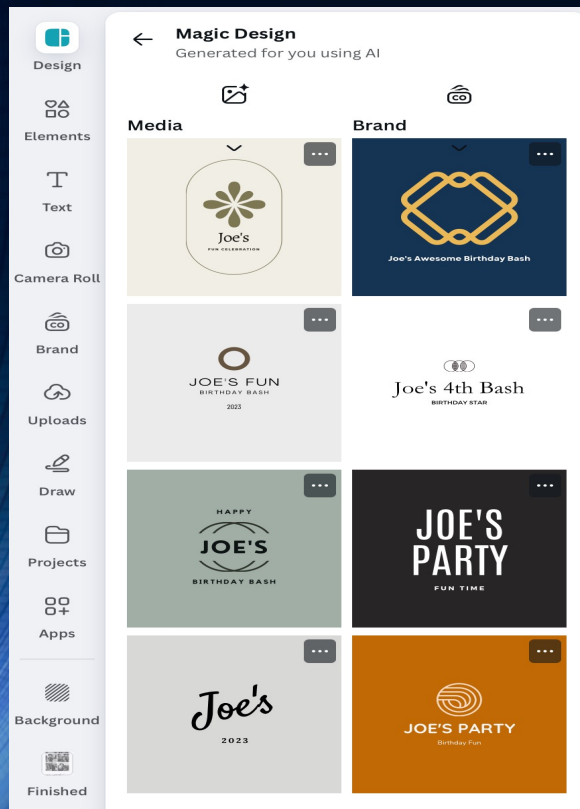


Prompt 

A birthday cake for my 4 year old grandson Joe

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Examples from Canva.com (free)



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Hemingway Writing Samples

Hemingway App makes your writing concise and correct.

The app highlights lengthy, complex sentences and common errors; if you see a yellow sentence, shorten or split it. If you see a red highlight, your sentence is so dense and complicated that your readers will get lost trying to follow its meandering, convoluted logic—try editing this sentence to remove the red highlight.

You can utilize a simpler word instead of a purple one. Click on highlights to fix them.

Adverbs, passive voice, and other weakening phrases are marked in blue. I believe you should replace them with more forceful language.

Our Hemingway Editor Plus service uses AI to fix these highlights for you. It also features an advanced grammar checker that marks issues in green. It goes far beyond other grammar tools to catch even the trickiest errors. You can also change the tone or style of your writing by selecting text and using the "AI tools" button at the top.

To get started, paste in something you're working on and edit away. Or, click the Write button to hide highlights and compose something new.

Write Edit Feedback

Readability ⓘ ⓘ
Grade 8
Good.

Words: 185
Show more stats ▾

1 of 13 sentences is very hard to read. ⓘ

1 of 13 sentences is hard to read. ⓘ

Find grammar and spelling issues with Editor Plus.
Upgrade

2 weakeners. ⓘ
[View details](#)

1 word with a simpler alternative. ⓘ

Hemingway editor -2-

The screenshot displays the Hemingway Editor interface. At the top, the logo 'Hemingway Editor' is on the left, and a menu bar includes 'File', 'AI tools', 'Paragraph', and text formatting options (B, I, link). On the right, it shows 'AI used: 0 / 200' and a user profile 'Rick Plano... Free Trial'. Below the menu are 'Write', 'Edit', and 'Feedback' buttons. The main text area contains a letter with several highlighted sections. To the right, a 'Readability' panel shows a 'Grade 8' score and 'Good' quality. Below this, a 'Words: 222' section has a 'Show more stats' dropdown. A list of four issues is shown in colored boxes: 2 sentences very hard to read (red), 1 sentence hard to read (yellow), 7 spelling or grammar issues (green), and 2 weakeners (blue). A purple box indicates 1 word with a simpler alternative. The footer shows '© 2013-2025 .38 Long LLC'.

Hemingway Editor File AI tools Paragraph B I

AI used: 0 / 200 Rick Plano... Free Trial

Write Edit Feedback

Readability ⓘ ⓘ
Grade 8
Good.

Words: 222
Show more stats ▾

- 2 of 16 sentences are very hard to read.
- 1 of 16 sentences is hard to read.
- 7 spelling or grammar issues.
- 2 weakeners. [View details](#)
- 1 word with a simpler alternative.

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Greetings:

I am responding to your job posting for a Regional Manager at Lululemon in Chicago. I am an accomplished team builder who delivers results across high-growth, multi-site brands. This role inspires me. I have been successful throughout the U.S. in various legendary retail concepts, including Warner Brothers, Google, and Apple. On top of my specialty store retail expertise, I also bring consistent breakthrough results both customer and team loyalty. After some time as a caregiver for a family member, I am ready to get back to the retail career I have excelled at.

I am known for:

Results: Whether the target is profit and loss, selling more units, or a better guest NPS score, we are all expected to deliver results. You will see from my resume and my references that I have delivered stellar results in every prior role.

- At Omaha Steaks, I repositioned their store brand (strategic planning, assortment planning, real estate strategy and store design) to not only align with their online presence, but also to generate a profit for the first time three years consistently.
- Within less than a year at Apple, I led a previously underperforming store to rank No. 7 globally in comparable store sales increases. I was able to lead a team of 125 generating \$45M annually within a 6500 square foot space.

Places to start:

- Chatgpt
- Canva.com
- Grammarly and Hemingway Editor
- Duolingo-foreign language learning
- DALL-E- create images
- Otter.ai- transcribe zoom and other meeting notesw
- Apple Intelligence

Thank You!

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