

ER | ELENA RAILEANU
CAREER COACHING

a practical guide

AI-PROOF YOUR CAREER

Will AI replace your job? How to audit your role, grow the skills machines can't copy, and become the person who uses AI best.

“Will AI replace my job?” is one of the most common career questions people are asking right now. The honest answer: AI will change almost every job. It will replace some tasks entirely. And the people most at risk are often not those whose jobs AI touches, but those who refuse to adapt.

After 15 years in HR, I’ve watched technology reshape roles many times, from spreadsheets to cloud software to automation. Each time, the people who thrived combined new tools with the skills machines can’t copy. This guide shows you how to do that with AI.

In this guide

1. Tasks change faster than jobs
2. Audit your own job
3. The skills AI can’t replace
4. Become the person who uses AI best
5. Show it on your resume and in interviews
6. Keep learning without burning out
7. Your AI-proof career plan

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1. Tasks change faster than jobs

Most jobs are bundles of many tasks. AI tends to take over specific tasks, like drafting, summarizing, sorting, and routine analysis, long before it replaces a whole role. That means the question isn’t only “Will AI take my job?” It’s “Which parts of my job will change, and what will I do with the time?”

People who use AI to handle repetitive work and spend more time on judgment, relationships, and creativity usually become more valuable, not less.

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2. Audit your own job

List the main tasks you do in a typical week and sort them into three groups:

Group	Examples
AI can likely do much of this	**First drafts, data entry, scheduling, summarizing documents, basic reports**
AI can help, but you lead	**Analysis, research, planning, writing that needs your judgment and voice**
Hard to automate	**Building trust, negotiating, coaching, handling conflict, making decisions with incomplete information, hands-on work**

Your goal: let AI speed up the first group, get better at directing it in the second, and grow the third.

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3. The skills AI can't replace

- **Communication.** Explaining ideas clearly, persuading, and writing with a human voice.
- **Relationships and trust.** Clients and colleagues still buy from, follow, and hire people they trust.
- **Judgment.** Deciding what matters, weighing trade-offs, and taking responsibility.
- **Empathy and leadership.** Coaching, resolving conflict, and helping people through change.
- **Creativity and problem framing.** Asking the right question is still a human job.
- **Adaptability.** Learning new tools quickly is a skill in itself.

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4. Become the person who uses AI best

In many workplaces, the most valuable person isn't the AI expert. It's the person who understands the work deeply and knows how to use AI to do it better.

- Use an AI assistant every day for one real task, like summarizing a meeting or drafting a first version.
- Learn to write clear instructions: context, goal, format, and examples.
- Always check the output. AI can be confidently wrong.
- Follow your company's AI policy, and never paste confidential information into tools that aren't approved.

- Share what works with your team. The person who helps others adopt new tools gets noticed.

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5. Show it on your resume and in interviews

Employers increasingly want people who can work well with AI. Show results, not buzzwords.

VAGUE

"Proficient in AI tools."

SPECIFIC

"Used AI to automate weekly reporting, saving the team 6 hours a week, and trained 12 colleagues on the new process."

In interviews, be ready for "How do you use AI in your work?" Share one example, the result, and how you checked the quality.

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6. Keep learning without burning out

You don't need to master every new tool. Pick a sustainable rhythm: 30 minutes a week of learning, one experiment a month, and one conversation a quarter with someone in your field about how their work is changing. Small, steady learning beats panic.

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7. Your AI-proof career plan

1. List your weekly tasks and sort them into the three groups.
2. Pick one repetitive task and try using AI for it this week.
3. Choose one human skill to grow this quarter, such as presenting, negotiating, or coaching.
4. Add one specific AI result to your resume or LinkedIn.
5. Prepare your answer to "How do you use AI in your work?"
6. Set a weekly 30-minute learning block on your calendar.

ready for your next step?

LET'S WORK TOGETHER

Book a strategy call with Elena

One-on-one help with your interviews, resume, salary negotiation, or next career move.

Book your strategy call

Sign up for the next networking session

Two hours, live, with a small group. Practice real conversations and leave with scripts you can use the next day.

Save your seat

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