

7 Prompts to Craft Compelling Recommendation Letters

Writing letters of recommendation is an essential part of a high school counselor's role in supporting students' college applications. However, capturing the essence of each student's unique strengths, character, and potential can be challenging and time consuming. This resource introduces 7 prompts counselors can use to leverage ChatGPT and generative AI to craft compelling and personalized letters for their students.



Academic Excellence: "Help me describe a student's exceptional academic performance. They excel in [*specific subjects*], are known for [*particular skills or achievements*], and have shown a keen interest in [*relevant topics or projects*]. Provide some illustrative examples."

Personal Qualities: "Assist me in highlighting a student's personal qualities. They are known for their [*traits such as leadership, empathy, resilience*], and have demonstrated these qualities through [*specific actions or experiences*]."



Extracurricular Achievements: "Describe a student's involvement and achievements in extracurricular activities. They have participated in [*clubs, sports, volunteer work*], held leadership roles such as [*positions*], and accomplished [*notable achievements*]."

Overcoming Challenges: "Help me detail a student's ability to overcome challenges. They have faced [*specific obstacles*] and have shown great determination and growth by [*describing how they overcame these challenges and what they learned*]."



Future Potential: "Assist me in portraying a student's potential for future success. They have a passion for [*specific field or interest*], have shown promise through [*relevant experiences or skills*], and I believe they will thrive in a college environment because [*reasons*]."

Community Engagement: "Describe a student's involvement and impact within the school or local community. They have contributed through [*specific activities, volunteer work, or initiatives*], and these contributions have had [*specific impacts or outcomes*]."



Unique Perspective: "Help me articulate the unique perspective and background a student brings to the table. They have a unique story or background that includes [*specific experiences, cultural background, personal challenges*], and this has shaped their worldview and approach to [*academics, extracurriculars, or personal growth*]."

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