



# High School Counselor AI Prompt Library



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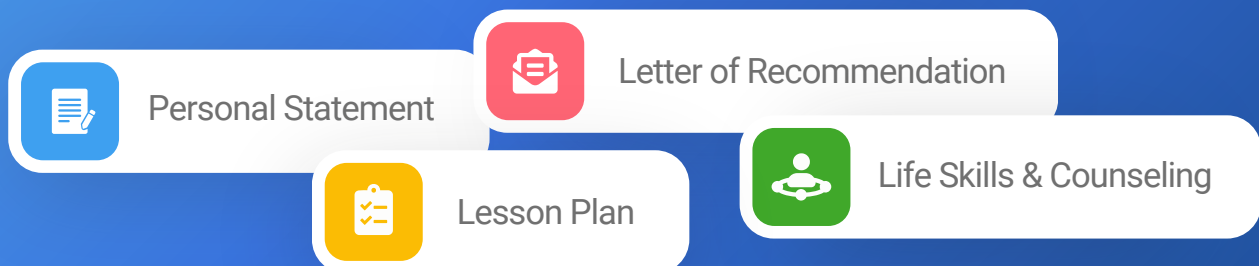
# Introduction

Welcome to the High School Counselor Prompt Library by Cialfo! Writing effective prompts is essential when using AI tools like ChatGPT. The clarity and specificity of your input directly influence the quality of the AI's responses. Well-constructed prompts provide the necessary context and direction, enabling the AI to deliver accurate and relevant outcomes. In essence, the effectiveness of AI is closely tied to the quality of your prompts—stronger prompts yield better results.

We encourage you to utilize and share this resource freely—it's created to support your practice.

## How to Use This Resource

This library is organized into 4 key sections:



Explore each section and follow the Prompt and Instructions written. The prompt to use will be indicated by (Prompt). Wherever you see (Prompt), simply copy the following text and input it into the AI tool.

### Additional notes:

- [ ] indicates areas where specific input is required. You are encouraged to customize these inputs, or you can refer to the [Exercise Example] column for suggestions on how to populate these fields to experience how the AI tool processes the prompt.
- ( ) indicates an action to be taken. For example, if you see (Attach), you will need to attach a relevant document as instructed.



## Exercises Included



### Personal Statement

1. Simple recommendations to improve the personal statement
2. Preparation before an essay review meeting session (for student)
3. Essence Object Activity



### Letter of Recommendation (LOR)

1. Writing an LOR with reference to a brag sheet
2. Writing an LOR with reference to a student brag sheet and previously written letters, adapting the author's writing style
3. Adding more examples to an LOR
4. Making adjustments to an LOR
5. Making improvements to an LOR
6. Reviewing consistency between examples in the LOR and the student's brag sheet
7. Conducting a brief plagiarism check on your LOR against other attached letters
8. Performing a detailed plagiarism check, review, and redrafting of the LOR against other attached letters



### Preparing for Counseling Lesson

1. Create a Lesson Plan



### Life Skills, Counseling Session, Meeting Notes

1. Preparing for internship interview questions (for students)
2. Preparing an elevator pitch (for students)
3. Creating a template for a brag sheet survey
4. Summarizing meeting notes

## Contributors



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## Personal Statement

#1

**Author:**

John Liu

**Title:**

Simple recommendations to improve the personal statement

**Prompt and Instructions:**

(Prompt) How can I improve this paragraph to make it stronger for my personal statement?

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you've written a paragraph for your personal statement about your leadership experience in the school's debate team. You want to make sure it effectively showcases your leadership skills and impact. You're seeking advice on how to enhance this paragraph to make it more compelling and relevant to your college application. Follow the steps in "Prompt and Instructions" to refine your writing.

#2

**Author:**

John Liu

**Title:**

Preparation before an essay review meeting session (for student)

**Prompt and Instructions:**

(Prompt) When I see my university counselor to review this personal statement, what questions should I prepare?

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

You're about to meet with your counselor to review your personal statement, which focuses on your passion for environmental science. To ensure the session is productive, you want to prepare questions that will help you identify areas for improvement, such as whether your examples effectively demonstrate your commitment to the field, or if your narrative aligns with your academic goals. Follow the steps in "Prompt and Instructions" to prepare your questions and make the most of your review session.

**Author:**

John Liu, with reference from College Essay Guy

**Title:**

Essence Object Activity

**Prompt and Instructions:**

Follow the steps below.

**Step 1:** Reflect on an object that represents you. Consider

- Who you are.
- What you identify with the most.

**Step 2:** Input the following prompt into the AI tool.

(Prompt) Ask me questions using the Essence Objects Activity to help me identify an object that highlights:

- Differences
- Identity
- Values
- Educational interests
- Reflections
- Style
- Experiences

**Step 3:** Using the questions generated in Step 2 and your personal reflections, identify and write down three primary reasons for choosing this Essence Object.

**Step 4:** After defining your primary reasons (e.g., a basketball), input the following prompt into the AI tool.

(Prompt) My Essence Object is a [your chosen Essence Object] because [3 primary reasons why you chose this Essence Object]. Ask me some questions to help with my Common Application Essay.

**Step 5:** Reflect on the questions generated by the AI. Write short responses to each question, and choose the response that best captures a unique and personal narrative.

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you are an immigrant who moved from India to the US for high school. You're planning to apply to college in Canada and need help developing your Common App essay. You decide to use the Essence Object Activity to find a meaningful object that represents your journey. Follow the steps in "Prompt and Instructions".



## Letter of Recommendation (LOR)

#1

**Author:**

Stanley

**Title:**

Writing a Letter of Recommendation with reference to a brag sheet

**Prompt and Instructions:**

(Prompt) You are a high school college counselor tasked with writing a Letter of Recommendation for a student applying to a university. To ensure consistency and effectiveness, please follow these steps:

1. Review the student's brag sheet
2. Identify the most relevant achievements, character traits, and extracurricular activities of the student
3. Draft a new letter that closely mirrors the author's style and tone in previous letters. This includes sentence structure, choice of vocabulary, and the overall approach to presenting the student's qualifications.
4. Incorporate the prioritized content from the brag sheet into the letter. Highlight the student's academic achievements, leadership roles, and community involvement, ensuring that these are woven seamlessly into the narrative.
5. While maintaining the stylistic consistency, ensure that the letter clearly communicates the student's qualifications and character traits. The content should be compelling and substantive, reflecting both the student's strengths and the author's voice.

(Attach) Attach a document such as a resume, brag sheet, or descriptive profile of a student.

(Attach) Attach examples of previous letters you have written for the AI tool to emulate your writing style.

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you are a high school college counselor who has just received a student's brag sheet and are tasked with writing a letter of recommendation for their university application. The student is known for their leadership in the debate team and academic excellence in science. You want to ensure that your letter is both impactful and consistent with the style of letters you've written in the past. Follow the steps in "Prompt and Instructions" to draft a letter that highlights the student's strengths, maintains stylistic consistency, and uses specific examples from the brag sheet.

**Author:**

Stanley

**Title:**

Adding more examples to a Letter of Recommendation

**Prompt and Instructions:**

(Prompt) Can you include more examples of [Input specific areas that should be further accentuated]?

Examples of areas to emphasize:

- Leadership skills
- Academic interests
- Internship or work experiences
- Research or academic-related activities

*Important note: If you haven't already attached the student's brag sheet, you may need to do so.*
**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you are a counselor writing a letter of recommendation for a student who is applying for a leadership scholarship. You want to strengthen the letter by adding specific examples of the student's leadership roles and academic achievements. For instance, you might ask the AI to include additional examples of how the student demonstrated leadership in a community service project or excelled in a group research project. Follow the steps in "Prompt and Instructions" to bolster the letter with compelling examples.

**Author:**

Stanley

**Title:**

Making adjustments to a Letter of Recommendation

**Prompt and Instructions:**

- (Prompt) Rewrite the letter to sound more personal
- (Prompt) Rewrite the letter with a more passionate tone
- (Prompt) Rewrite the letter to make it more professional
- (Prompt) Rewrite the letter to make it more casual

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you have drafted a letter of recommendation for a student applying to an art program. Initially, the letter was written in a formal, professional tone, but you believe a more personal and passionate tone might better reflect the student's creative personality. Use the prompts above to adjust the letter's tone to match the student's unique strengths and the program's expectations.



**Author:**

Stanley

**Title:**

Making improvements to a Letter of Recommendation

**Prompt and Instructions:**

(Prompt) Improve the letter of recommendation by enhancing clarity, adding specific examples, and ensuring a compelling narrative that effectively highlights the student's qualifications.

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you have written a recommendation letter for a student applying to a competitive engineering program. After reviewing it, you realize the letter could be more impactful by improving clarity, adding a few more examples of the student's problem-solving skills, and strengthening the overall narrative. Follow the steps in "Prompt and Instructions" to make these improvements, ensuring the letter stands out to the admissions committee.

**Author:**

Stanley

**Title:**

Review for consistency in examples used in the Letter of Recommendation from the student's brag sheet

**Prompt and Instructions:**

**Step 1:** (Prompt) List the examples referenced from the student brag sheet in this letter.

**Step 2:** Compare the list with the student brag sheet.

**Step 3:** (Prompt) Identify examples quoted in the letter that are not referenced in the student's brag sheet.

**Step 4:** Ensure the examples used are appropriate and reflective of the language you will use to describe the student.

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you have written a Letter of Recommendation for a student, but you want to double-check that all the examples align with what is in the student's brag sheet. This is especially important if the letter includes anecdotes or achievements not explicitly mentioned in the brag sheet. Use the prompts in "Prompt and Instructions" to ensure consistency and accuracy.

**Author:**

Stanley

**Title:**

Brief plagiarism check on your Letter of Recommendation against other letters

**Prompt and Instructions:**

(Prompt) Analyze the letter and determine the percentage of content that may be deemed plagiarized based on the attached letters I have previously written.

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

You have written a Letter of Recommendation for a student applying to a competitive program. Since you often write recommendations for students with similar profiles, you want to make sure this letter is unique and doesn't inadvertently replicate content from previous letters you have written. To ensure its originality, perform a brief plagiarism check by comparing it against past letters stored in your records. Use the steps in "Prompt and Instructions" to analyze the letter and confirm its uniqueness.

**Author:**

Stanley

**Title:**

Detailed Plagiarism Check, Review, and Redrafting on your Letter of Recommendation against other attached Letter of Recommendation

**Prompt and Instructions:**

**Step 1:** (Prompt) Perform a plagiarism check and generate a plagiarism percentage for the Letter of Recommendation.

**Step 2:** (Attach) Attach the letter you wish to analyze.

**Step 3:** (Prompt) Identify phrases, sentences, or sections that match content in the database or attached letters. Determine whether these matches are due to common phrases, template-based content, or direct copying.

**Step 4:** (Prompt) Calculate the overall percentage of the letter that is deemed plagiarized. Break down the percentage based on the type of content (e.g., common phrases, reused templates, direct copying).

**Step 5:** (Prompt) Generate a detailed report that highlights instances of matching content. Include suggestions for rephrasing or replacing sections to reduce the plagiarism percentage.

**Step 6:** Review the report and make necessary revisions to ensure the letter is original

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

You have written a Letter of Recommendation for a student applying to an Ivy League school. Given the high stakes, you want to ensure that every aspect of the letter is original and free from any content that might closely resemble other recommendations you have written in the past. To achieve this, you decide to conduct a thorough plagiarism check, which includes identifying any matching phrases, analyzing the extent of similarity, and redrafting sections if necessary. Follow the steps in "Prompt and Instructions" to perform an in-depth analysis and revision of the letter to guarantee its originality and alignment with the student's unique qualifications.



## Lesson Plan

### Author:

Stanley

### Title:

Create a lesson plan

### Prompt and Instructions:

**Step 1:** Write out some details of a Lesson Plan you wish to create. It does not need to include all the components, but minimally the title/main subject is required. The more descriptive the lesson objectives, the better it will be.

**Step 2:** Enter the following prompt into the AI tool

(Prompt) Write a lesson plan for a [Title/Main subject of the lesson]. The lesson plan should cover the following learning objectives [Insert the lesson objectives].

**Step 3:** To further enhance the output, you may specify the duration of the session by adding additional prompt.

(Prompt) Modify the session to a maximum duration of 1 hours and 30 minutes.

**Step 4:** You can instruct the AI tool to create a 1 paragraph summary fo the course. This may often be needed to introduce your intention of the Lesson to various stakeholders.

(Prompt) Write a 1 paragraph summary of the course.

### Recommended Tool:

ChatGPT (Open AI), Gemini (Google)

### Exercise Example

Imagine you are a high school teacher tasked with designing a lesson plan for a professional development workshop aimed at school counselors. The goal of the workshop is to introduce the counselors to the basics of AI and its potential applications in education. You need to create a comprehensive lesson plan that includes clear learning objectives, a structured timeline, and a brief summary to share with stakeholders. Follow the steps in "Prompt and Instructions" to develop a detailed lesson plan that will effectively educate your audience about AI.

**Author:**

Stanley

**Title:**

Preparing for internship interview questions (for students)

**Prompt and Instructions:****Step 1:** Provide personal context.

(Prompt) I am a high school student planning to study abroad. I've learned that internships are crucial for my university applications, and I need your guidance to prepare for internship interview questions.

Next, generate a list of questions by entering the following prompt:

(Prompt) Create a list of 10 interview questions for an internship in [Input the job title or industry].

**Step 2:** Reference possible answers.

(Prompt) Provide possible answers to each of these questions.

**Step 3:** Develop personalized answers.

(Prompt) Provide questions or prompts that will help me develop personalized answers to these questions.

Alternative approach: Tackle each question one at a time.

(Prompt) Provide questions to help me develop a personalized answer to Question 1.

After finalizing the answer for one question, repeat the process for Question 2, and so on.

**Step 4:** Summarize key focus areas.

(Prompt) What are the key focus areas for each of these questions?

**Step 5:** Identify key characteristics to highlight.

(Prompt) Identify the key characteristics I should highlight in the interview.

*Important note: All these steps should be completed within a single chat session with the AI tool to maintain context and consistency.*

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you're a high school student who has just learned about the importance of internships for your university applications. You've decided to apply for an internship in the field of biomedical engineering and want to prepare thoroughly for the interview. To ensure you are well-prepared, you need guidance on the types of questions you might face and how to answer them effectively. Follow the steps in "Prompt and Instructions" to develop personalized, impactful responses and identify key characteristics to highlight during the interview.

**Author:**  
Stanley

**Title:**  
Preparing an elevator pitch (for students)

### **Prompt and Instructions:**

**Step 1:** Create the initial pitch.

(Prompt) Generate a 60-second elevator pitch for my university applications, using the provided document. Emphasize key character traits that reflect my strengths and competencies, referencing the Big Five Personality Traits (Openness, Conscientiousness, Extraversion, Agreeableness, Emotional Stability) or the VIA Classification of Character Strengths (Wisdom, Courage, Humanity, Justice, Temperance, Transcendence). The pitch should be written in the first person, limited to 8 impactful sentences.

(Attach) Attach a document such as a resume, bragsheet, point form or descriptive profile of a person

**Step 2:** Identify key traits.

(Prompt) What traits should I emphasize more?

**Step 3:** Refine the pitch.

After considering the AI's guidelines, provide answers to each of its suggestions or questions. Then, request a refined version of your pitch:

(Prompt) Refine my 60-second elevator pitch using the following answers.

### **Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

### **Exercise Example**

Imagine you're a high school senior preparing to apply to top universities. You want to create a 60-second elevator pitch that encapsulates your passion for environmental science and highlights your unique strengths. You plan to use the Big Five Personality Traits and the VIA Classification of Character Strengths to guide the tone and content of your pitch. To refine this pitch, you'll first generate a draft and then adjust it based on the traits that best represent you. Follow the steps in "Prompt and Instructions" to craft a polished, impactful pitch.

**Author:**  
Stanley

**Title:**  
Create a template for a Brag Sheet Survey

### **Prompt and Instructions:**

(Prompt) Create a detailed and student-friendly survey template that high school college counselors can use to gather comprehensive information from students for highly personalized letters of recommendation. The survey should be well-organized into sections that cover key aspects of the student's profile, including academic achievements, extracurricular activities, personal interests, character strengths, challenges overcome, and future aspirations. Each section should include open-ended questions that encourage students to reflect deeply on their experiences and provide specific examples or anecdotes.

The tone should be supportive, approachable, and motivating, emphasizing that the information gathered will be crucial in showcasing the student's unique qualities and strengths in their college applications. Clearly specify which questions are mandatory and which are optional.

### **Key sections and requirements:**

1. Personal information: Collect essential details such as the student's full name, contact information, grade level, intended major or field of study, preferred colleges.
2. Academic achievements: Request information on significant academic milestones, awards, honors, and coursework that reflect the student's intellectual capabilities. Encourage students to share what subjects they excel in and why those subjects interest them. Ask about the student's favorite and least favorite subjects, academic achievements, test scores (e.g., SAT, ACT, AP), and significant projects or academic challenges.
3. Extracurricular involvement: Gather details on the student's involvement in clubs, sports, leadership roles, volunteer work, and any other activities outside the classroom. Ask for insights into the activities they are most passionate about and the impact they've made through leadership or teamwork.
4. Personal interests and passions: Explore the student's hobbies, interests, and unique talents. Include prompts that encourage them to describe how they've pursued these passions throughout high school and how these interests shape their identity.
5. Character and personal qualities: Invite students to reflect on their core character traits such as integrity, empathy, resilience, and leadership. Encourage them to provide specific examples of how these traits have been demonstrated in both academic and personal contexts.
6. Challenges and growth: Provide space for students to discuss any significant challenges they've faced, how they overcame them, and what they learned from those experiences. Ask them to reflect on their personal growth and how these challenges have shaped their outlook.
7. Future goals: Ask students to articulate their academic and career goals, including the motivations behind these goals and their plans for achieving them. This section should help highlight their aspirations and how they align with their past experiences. Include prompts about family preferences and potential challenges in the college search process, in particular the size of college, location, tuition fees, cost of living.
8. Additional information: Include an open-ended section for students to share any other information, accomplishments, or anecdotes they believe would be valuable for the counseLOR to know when writing the recommendation letter.

### **Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

### **Exercise Example**

Imagine you're a high school counselor tasked with writing highly personalized letters of recommendation for your students. To gather all the necessary information, you need to create a comprehensive and student-friendly survey that covers every aspect of a student's profile. This survey will help you collect detailed insights into each student's academic achievements, extracurricular activities, personal interests, and character traits. Follow the steps in "Prompt and Instructions" to design a survey template that will allow you to write compelling, personalized recommendations.

**Author:**  
Stanley

**Title:**  
Meeting notes summarizer

**Prompt and Instructions:**

(Prompt) You will be provided with meeting notes, and your task is to summarize the meeting as follows:

- Provide an overall summary of the discussion.
- List the action items for each attendee, specifying what needs to be done and who is responsible for each task.
- If applicable, include a list of topics that need more in-depth discussion in the next meeting.

(Insert) or (Attach) meeting notes taken.

Here are further prompts to enhance the summary:

(Prompt) Please provide a summary of the meeting, covering the following aspects:

1. Highlight any issues or concerns raised by the attendees, including potential challenges, uncertainties, or areas needing further attention.
2. Detail the specific recommendations made by the counselOR, including advice given, resources suggested, or strategies proposed to address the concerns.

**Recommended Tool:**

ChatGPT (Open AI), Gemini (Google)

**Exercise Example**

Imagine you've just attended a meeting with a student and his parents. Your task is to summarize the meeting notes you have taken, highlighting key points of discussion, action items, and topics that may need further exploration in the next meeting. Additionally, you need to capture any issues or concerns raised during the meeting. Follow the steps in Column D to create a thorough, concise summary.

You may use the text in this [fictitious sample](#) meeting notes for the prompt:



*Click on the link above or scan the QR code to view the sample.*

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