



NATIONAL INSTITUTE ON ARTIFICIAL INTELLIGENCE IN SOCIETY

<http://csus.edu/ai>



Writing Letters of Recommendation

Step 1: Develop a Prompt

- Begin by providing key details about the student and the context. Use this template:
 - "Write a recommendation letter for [Student's Name] who is applying for [Position/Program]. They are a [Major] student at [Institution], and I've known them for [Duration] in my role as [Your Position]."
 - Alternatively, upload the position description, and simply say, "Write a recommendation letter for the attached position/opportunity/program." This will help making your letter more tailored.
 - Include relevant information:
 - Strengths or qualities
 - Relevant coursework/projects
 - Examples demonstrating skills
 - Experience aligned with the job description

Step 2: Review and Refine the Draft

- Check the content for accuracy.
- Adjust tone and style to reflect your voice, making the draft feel authentic.
- Use ChatGPT to refine sections by asking for adjustments (e.g., elaboration or rephrasing).

Step 3: Finalize and Personalize

- Copy the AI-generated draft into your word processor and perform a final review.
- **Tip:** If you have the student's CV or job description, upload them for a more tailored letter.

Bonus Tips:

- You do not have to use full sentences in your prompt. Just type "creative, responsible, curious, self-motivated." Don't worry about spelling either.
- Ask AI what else does it need to write a letter. It may ask you for a detail or a document, like student's CV or how long you knew them.
- Include "Format a word file I can download" and specify some formatting rules.
- Reuse effective prompts by keeping related conversations organized.
- If you are writing more than one letter for the same student, include the old one, and skip the full prompt. Just say – edit my previous letter for the new purpose.