

■ Trudell Academy AI Prompt Guide for Students

Using AI to Help with College, Careers, & Communication

■ Think of AI like a smart friend who helps you brainstorm, write, and revise — not cheat. The better your prompt, the better the output.

■ College Essay Prompts

- Prompt to brainstorm topics: “I’m applying to college and need to write a personal statement. Can you give me 5-7 unique story ideas based on these traits: I’m a first-generation college student, I’ve worked part-time through high school, and I help take care of my younger siblings. The prompt is: ‘Tell us about a challenge you’ve faced and what you learned from it.’”
- Prompt to rewrite for clarity and tone: “Here’s my college essay draft. I need help making it sound more polished but still like me. Please focus on clarity, sentence flow, and keeping my tone authentic. Prompt: ‘Describe a moment that shaped who you are.’”
- Prompt to check for voice and grammar: “I’m submitting this to Clemson University. Can you proofread this personal statement and make small improvements for grammar, transitions, and sentence variety while keeping my original voice?”

■ Resume Prompts

- Prompt to write a resume from scratch: “Can you help me write a high school resume for a student applying to summer internships? I’ve worked part-time at Subway, I volunteer at church, and I’m in Beta Club and Yearbook. I want it to sound professional but still age-appropriate.”
- Prompt to turn tasks into strong bullets: “I worked at a local ice cream shop for 8 months. I scooped orders, cleaned, and helped train new employees. Can you turn this into 2 bullet points that sound professional and show leadership or responsibility?”
- Prompt to tailor to a job/internship: “Here’s my resume. I want to apply for a part-time job at Target. Can you suggest changes that highlight skills they’re looking for (customer service, communication, teamwork)? Focus on making it more tailored to retail work.”

■ Job & Internship Prompts

- Prompt to draft a custom cover letter: “Can you write a short cover letter for a high school student applying for a summer internship with a local nonprofit that works with kids? I’ve volunteered at my church daycare and want to major in education. Keep the tone enthusiastic and sincere.”
- Prompt to practice interview questions: “Pretend you’re a hiring manager at Chick-fil-A interviewing me for a team member position. Ask me 5 common interview questions and give me feedback on how I

could improve my answers for clarity or professionalism.”

- Prompt to summarize soft skills: “I’m a junior in high school with little formal work experience. I’m applying for my first job. Can you help me write a few short sentences that describe my soft skills like reliability, teamwork, and communication for a resume or interview?”

■■ Public Speaking / Elevator Pitch Prompts

- Prompt to craft a personal elevator pitch: “I’m a 17-year-old junior applying to business programs in college. Can you help me write a 30-second elevator pitch that introduces me, highlights my leadership experience (DECA president), and communicates my interest in entrepreneurship?”
- Prompt to improve pitch delivery: “Here’s my elevator pitch. Can you make it more persuasive and confident-sounding while keeping it under 90 words?”

■ Extra Tips for Using AI Well

- ■ Start with a clear goal (essay, resume, etc.)
- ■ Give details like your background, goals, or experience
- ■ Ask for tone (friendly, professional, persuasive)
- ■ Always review and revise the output
- ■ Don’t be afraid to ask follow-up questions!