

FOR CAREER COUNSELORS

20 chat prompts

Prompts for Career Counselors.

Ready-to-use prompts for planning, teaching and reflection.

*The right tool at the right time.
Part of the WISE Framework for Education at
choosewise.education.*

VOL.
45

Glossary

A few terms that recur throughout this guide. If you already know them, skip ahead to the framework on the next page.

AI — Artificial Intelligence

An attempt to make machines mimic brain functions — to "think" and learn roughly the way humans do. We don't fully understand how the brain works, but we can try to replicate the parts we do understand.

Prompt

An instruction given to a chatbot to get a desired response or task performed.

Iterate

After receiving a response from a chatbot, you refine and clarify the parts you're not satisfied with — sharpening the answer until it's what you want. The better your starting prompt, the fewer iterations you'll need.

Chatbot

A chatbot has been trained to find patterns in large amounts of text. It uses those patterns to generate a response to your prompt. The answer is produced in real time.

GPT

The underlying model (Generative Pre-trained Transformer) that a chatbot uses. The same GPT can power different chatbots — for example, Copilot and ChatGPT have both used OpenAI's GPT.

Generative AI

AI that creates (generates) text, images, video, or sound in real time when prompted to do so.

Bias

AI responses can be skewed or partial, depending on the data the AI was trained on and the biases present in that data. These biases are harder to spot in chatbots than in image-generating AI.

Hallucination

The text you receive from a chatbot is based on patterns in its training data, but word generation also involves randomness — meaning generated words can sometimes create a meaning that simply isn't true.

A framework for writing your own prompts

Role: Act as an experienced physics teacher.

Task: Create a lesson plan that introduces year 8 students to optics.

Context: I teach at a middle school, have 25 students in my class, and the lesson is 60 minutes long.

Format: Link content and activities to the physics curriculum and give me a plan that describes each part of the lesson and the materials required.

Tone: Use a formal but friendly tone.

A few chatbots to know

AI can also generate images and more, but we focus here on chat capabilities.

ChatGPT — OpenAI's chatbot

Gemini — Google's chatbot

NotebookLM — Google's tool that can, among other things, generate a two-voice podcast

Copilot — Microsoft's chatbot

Claude — Anthropic's chatbot

Perplexity — From San Francisco, was early to include source links

Duck AI — DuckDuckGo's chatbot, lets you pick among several GPTs

Mistral AI — A chatbot from France

Most chatbots have age restrictions.

How to use the prompts

All the prompts are starting points — examples to get you going. Adapt them to fit your context.

After using a chatbot for a while, you'll learn what kinds of prompts work better or worse. Try the same prompt twice — first as-is, then with the prefix "Act as an experienced expert teacher in [subject]" — and see whether the quality of the response improves. A good response means a good prompt. A poor response means the prompt needs more context or adjustment. Some chatbots are better than others at certain tasks, so if you're not satisfied despite multiple tries, consider switching chatbot.

Brackets and privacy

You paste the prompt text into the chatbot's input field. Wherever brackets *[like this]* appear, replace the text inside with whatever fits your context.

Always double-check the responses — chatbot output is not guaranteed to be accurate.

Note: Think carefully before uploading texts or documents. Never upload personal data or sensitive information. Mind GDPR.

Career Counseling

- 01 Create a plan for an individual guidance session with a student in *[grade X]* ahead of *[a specific decision, e.g. Upper Secondary school choice]*, with three steps and a follow-up.
- 02 Give me five strategies for supporting teachers at a *[primary/secondary school]* in integrating *[a specific theme, e.g. working life]* into their teaching, with one idea for each.
- 03 Write a short guide for introducing a *[grade X]* student to *[a specific resource, e.g. the Swedish Public Employment Service's Career Compass]*, with three steps and an example.
- 04 Suggest three ways to collaborate with the student welfare team at a *[primary/secondary school]* to support students with *[a specific need, e.g. uncertainty around choices]*, with one initiative for each.
- 05 Create a list of five short questions to open a conversation with a *[grade X]* student about their interests and future aspirations.
- 06 Give me an example of a routine for following up with a *[grade X]* student after a guidance session on *[a specific topic, e.g. study plan]*, with three steps.
- 07 Suggest three ways to run a group lesson for a *[grade X]* class on *[a specific theme, e.g. the labour market or Upper Secondary programmes]*, with one activity for each.
- 08 Write a short template for documenting a guidance session with a *[grade X]* student at a K-12 school, with three sections (e.g. goals, reflection, next steps).
- 09 Give me five ideas for inspiring a *[grade X]* student to explore *[a specific field, e.g. technical careers]*, with one method for each.
- 10 Create a list of three short reflection questions for a *[grade X]* student after a guidance activity on *[a specific topic, e.g. career choices]*.

- 11 Suggest three ways to collaborate with the parents of a *[grade X]* student to discuss *[a specific decision, e.g. Upper Secondary programme choice]*, with one strategy for each.
- 12 Give me an example of a simple mapping of a *[grade X]* student's strengths and interests ahead of *[a specific decision, e.g. choice of study path]*, with three bullet points.
- 13 Write a list of five resources (e.g. websites or materials) for a career counselor at a *[primary/secondary school]* that support *[a specific topic, e.g. the future labour market]*.
- 14 Suggest three ways to support a *[grade X]* student who feels pressure around *[a specific decision, e.g. education choices]*, with one method for each.
- 15 Create a template for a short presentation to teachers at a *[primary/secondary school]* on *[a specific theme, e.g. broadened career guidance]*, with three key points.
- 16 Give me five ideas for introducing a *[grade X]* class to different careers within *[a specific field, e.g. healthcare or technology]*.
- 17 Suggest three ways to use *[a specific tool, e.g. SACO's Career Selector]* to guide a *[grade X]* student in *[a specific decision, e.g. future plans]*, with one idea for each.
- 18 Write a short guide for supporting a *[grade X]* student who is uncertain about their choices after *[a specific event, e.g. work experience placement]*, with three steps.
- 19 Give me an example of a routine for planning a guidance day for a *[grade X]* class at a *[primary/secondary school]*, with three activities.
- 20 Create a list of three short ways to collaborate with the principal at a *[primary/secondary school]* to strengthen *[a specific goal, e.g. career guidance in lower grades]*, with one example for each.

CONTINUE ON THE WEB

The right tool at the right time.

This collection is part of a library of AI prompts for every role in the school — free to use, adapt, and share.

More prompt sets

Find prompts for principals, subject teachers, school leaders, support staff and more at choosewise.education/prompts

The WISE Framework for Education

Four questions that turn any "should we use this AI tool?" conversation into a structured decision — choosewise.education/wise

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