

ChatGPT Powered LinkedIn Recommendations



Title: ChatGPT Powered LinkedIn Recommendations: Your Guide to Crafting Impactful Endorsements

TL;DR: Learn how to use AI-powered ChatGPT prompts to effortlessly create compelling LinkedIn Recommendations and enhance your professional network.

Introduction:

One of the great 'win-win' opportunities on LinkedIn is the ability to write recommendations for a valued colleague. It is a place to showcase your colleague's talents, contributions and value to you and your team for recruiters and prospective employers. Additionally a concise, thoughtful, and authentic recommendation also benefits your own profile. In a world searching for soft-skills, it provides a tangible demonstration of your approach to teamwork, how you value teammates and your emotional intelligence.

The Challenge of Writing Recommendations:

For most people, writing well is not an easy task. The challenge of writing recommendations begins with just where to start. When thinking of a colleague, it is quite easy for me to come up with a mental bullet-point list of all their talents, contributions and exciting challenges we overcame and the goals we achieved together. Transforming these bullet-points and sentiment into an impactful recommendation, that is succinct in delivery and professional in tone is not so easy. There are many articles and guides to help you in the task, but it still comes down to you putting pen to paper or fingers to keyboard.

I've recently had the opportunity to both provide and request recommendations from some of my valued colleagues. At first, I was hesitant to do so because I know what I was asking of myself and of others in terms of time and commitment but I was fortunate to find the article, [How to Write a LinkedIn Recommendation for Anyone \(With Examples!\)](#) by Adrian Granzella Larssen. This is a well written and concise tutorial to assist in writing LinkedIn recommendations. Very importantly, it provides 10 excellent examples of statements to learn from, model your statements. As a stand-alone guide, it is beyond helpful to get you focused and started on crafting a concise, professional and impactful LinkedIn recommendation.

While reading Adrian's article and thinking about what I had recently learned regarding using ChatGPT as a smart-assistant, I realized that I could incorporate her insights, suggestions and examples into a ChatGPT 'prompt' to help me write these recommendations. A 'prompt' is a set of English language instructions that directs or programs ChatGPT to provide you a response in the manner you want it to. Instead of using an esoteric computer programming language, we can provide some information and instructions to ChatGPT in our native language, and ChatGPT provides a response in kind!

ChatGPT has been called a 'reasoning engine' because of its ability to summarize, analyze and formulate text in natural, human language. What this means is that ChatGPT can use Adrian's experience, insight and examples with the personalized information we provide to generate a concise, professional, authentic recommendation statement. Furthermore, we can design the prompts to constrain ChatGPT to provide statements in a certain word limit and ask ChatGPT to provide us with a set of recommendations to work with. Our ability to instruct ChatGPT in our native language, means that we interact with it to accomplish this task as we would a human assistant, such as a technical writer. We can also experiment with different instructions and provide feedback to ChatGPT so as to further refine and improve the output it generates! In this way, ChatGPT becomes an intelligent assistant, to help us through our task.

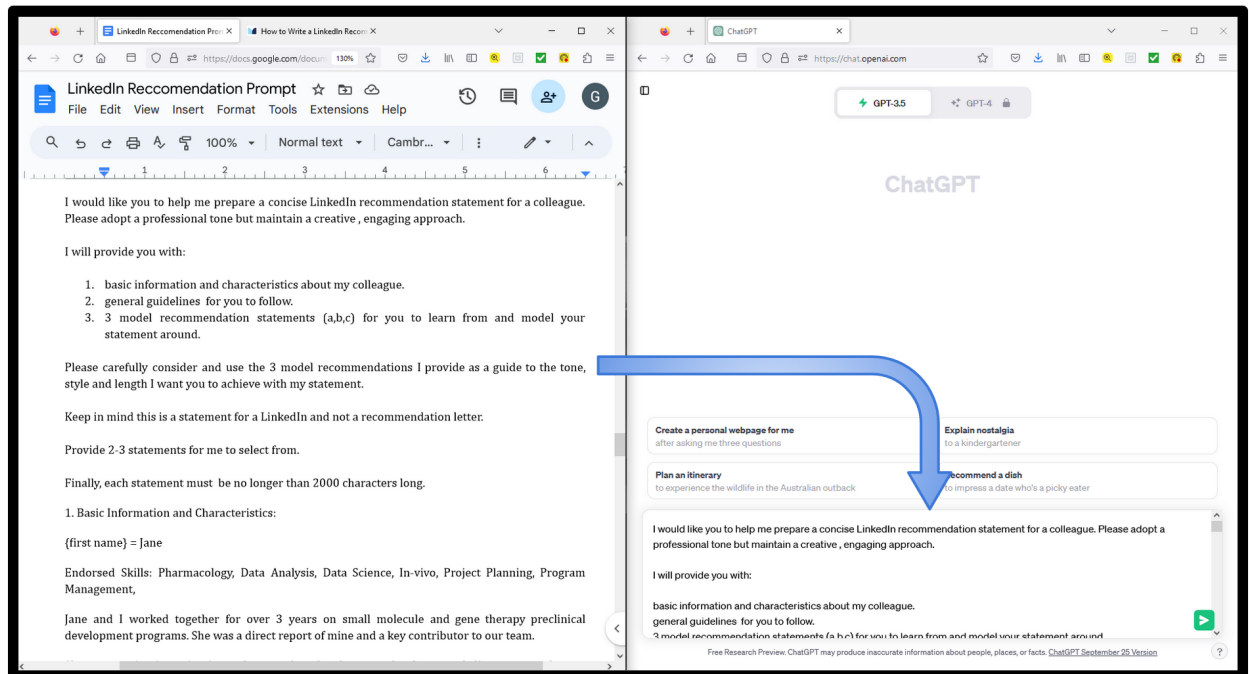
Leveraging ChatGPT for Recommendation Writing:

The prompt I wrote is too long to fit on one page, so I've put the full prompt in my GitHub repo here: <https://github.com/lachendeKatze/Prompt-LinkedIn-Recomendations>. Please feel free to use it to help you create your own LinkedIn recommendations and don't hesitate to reach out to me here on LinkedIn if you have any questions. I'd recommend copying and pasting it into Microsoft Word or Google Documents to edit and personalize the statement before putting it into ChatGPT. It is much easier to edit the text in a word processor than the ChatGPT prompt window. However, before you get started, there are a few important points to keep in mind:

- 1 - Just like writing a professional recommendation in any setting, private, personnel, sensitive, work-inappropriate information must never be included in the prompt or final recommendation.

2- ChatGPT will sometimes 'hallucinate', which means it will create well formed, correct sounding statements that have no basis in reality. Make you sure you thoroughly review and edit the statement produced for accuracy.

3 - Don't let the perfect be the enemy of the complete. While you should strive to deliver the perfect statement, I've found after a maximum of 2-3 iterations from the 1st draft, I've got a statement that my colleagues have been very happy with.



Work on your prompt with an editor such as Google Docs, then copy and paste it into the ChatGPT prompt window (blue arrow).

Crafting the Perfect ChatGPT Prompt:

Here are some of the highlights of the prompt I wrote. I start by telling ChatGPT what I would like it to do:

'I would like you to help me prepare a concise LinkedIn recommendation statement for a colleague. Please adopt a professional tone but maintain a creative , engaging approach.'

This serves to tell ChatGPT what my goal is and set the appropriate context and tone for it's response.

In the following section of the prompt, I use a combination of soft and strong directives to constrain ChatGPT's behavior:

'Please carefully consider and use the 3 model recommendations I provide as a guide to the tone, style and length I want you to achieve with my statement.'

Keep in mind this is a statement for a LinkedIn and not a recommendation letter.

Provide 2-3 statements for me to select from.

Finally, each statement must be no longer than 2000 characters long.'

Would you like your statements to be longer or shorter? Would you like fewer or more statements to work with? Simply modify those numbers to suit your needs and goals.

In the next section of the prompt, I personalize the prompt to match the person I am writing it for. This is the 'fun' part of the prompt, as it allows you to think and reminisce about your colleague, what you accomplished and why you enjoyed working with them so much. I like to add those skills I've endorsed my colleague with on LinkedIn and then put in my bullet points. If you were concerned that the statements generated would be stale, generic and impersonal, this is the section of the prompt that prevents that:

'1. Basic Information and Characteristics:

{first name} = Jane

Endorsed Skills: Pharmacology, Data Analysis, Data Science, In-vivo, Project Planning, Program Management,

Jane and I worked together for over 3 years on small molecule and gene therapy preclinical development programs. She was a direct report of mine and a key contributor to our team.'

Of course, there is so much to Jane than this! The key point is that this is where you give ChatGPT the information to personalize the statement in your own words. Again, you can read the full prompt at the end of this article. By tagging Jane's first name in brackets with ***{first name}***, you can include generic elements that would like in every prompt without having to change the colleagues name every time. This approach will save some time with future efforts while still allowing for authentic personalization and keeping the best repeated elements of any good recommendation.

I finish off the prompt by including key guidelines and the relevant model recommendations from Adrian's article. You can modify these, add to them, etc. as you see fit. After you have made your edits to the prompt, copy and paste it into ChatGPT and review the results! Here is an example of the first paragraph ChatGPT generated for the prompt for 'Jane':

'Jane is a standout talent in the field of pharmacology and data science. Having collaborated with her for over three years on various preclinical development programs, I can confidently

say that she brings an unparalleled level of expertise to the table. As an in-vivo scientist and researcher, Jane excels in functional testing and data analysis, utilizing tools like Noldus Ethovision. Her proficiency extends beyond the laboratory, as she possesses a deep understanding of machine learning and artificial intelligence techniques applied to in-vivo research.'

This reads very well, but you will likely need to edit the responses. For this I cut and paste these from ChatGPT back into my Word or Google document to review, edit and modify them. I have never been entirely happy with the first few responses but they give me new ideas and after I get a statement I am happier with, I feed it back to ChatGPT for further advice and thoughts. This iterative process can help you and is akin to working with a professional editor.

Probably the most exciting part of this entire process, is that the more of these you write the larger your portfolio of recommendations becomes. You can then incorporate these into your set of model statements you provide to ChatGPT for subsequent recommendations for other colleagues. I believe that the more you make the prompt yours, the more the response ChatGPT provides will truly reflect your 'voice'.

Unlocking AI-Powered Recommendations: Learn how to leverage ChatGPT to effortlessly create impactful LinkedIn Recommendations, enhancing your professional network with authentic endorsements.

Crafting Effective Prompts: Discover the art of crafting precise and personalized prompts for ChatGPT, setting the stage for AI-generated recommendations that resonate with colleagues and potential employers.

Enhancing Your Personal Brand: Harness the power of AI to streamline recommendation writing, save time, and refine your professional voice, ultimately strengthening your personal brand on LinkedIn.



Conclusion:

Professional networking and personal branding matter more than ever and harnessing the power of AI for crafting impactful LinkedIn Recommendations can be a game-changer. With the right ChatGPT prompt, you can effortlessly produce authentic, professional, and heartfelt recommendations that leave a lasting impression on your colleagues and potential employers. Remember, it's not about replacing human effort but enhancing it. As you experiment with AI assistance, you'll not only save time but also refine your own voice and become a recommendation maestro. So, don't hesitate to explore this powerful tool, and start creating compelling LinkedIn Recommendations today.

Call to Action: Please share your experiences or insights in the comments section or on LinkedIn itself and don't hesitate to reach out to me with any questions!

Further Resources:

- [Prompt: LinkedIn Recommendations \(my github repo\)](#)
- [How to Write a LinkedIn Recommendation for Anyone \(With Examples!\)](#)
- [Jules White's Course on Coursera: Prompt Engineering for ChatGPT](#)
- [ChatGPT courses on Udemy](#)