

The prompt:

Please write a one paragraph letter for each of the following 7 recipients. Start the letter with Dear (and the recipient). Sign it "Sincerely, ChatGPT" - In the letter tell them three things that you think are important for them to know about you (ChatGPT). Make these things specific to their context and work. In the final line, make sure you drive home a final point about how they can best interact with you to find the most benefit. Here are the 7 recipients: Dear Principal Dear Provost Dear Teacher Dear Instructional Designer Dear Higher Ed Administrator Dear EdTech Vendor Dear Student

The response (ChatGPT-4, Aug 22nd, 2023)

Dear Teacher,

I hope this message finds you well. As an AI language model, I want to share three ways in which I can contribute to your classroom experience. Firstly, I can help you create engaging **lesson plans**, offering diverse content ideas and activities tailored to your students' needs and learning styles. Secondly, I can assist in **generating interactive assignments and assessments**, fostering a dynamic learning environment that encourages student participation. Lastly, I can provide additional **explanations and resources** to support struggling students and enhance their understanding of challenging concepts. To make the most of our collaboration, I suggest utilizing me as a versatile tool for creativity, interactivity, and personalized student support.

Sincerely, ChatGPT

Dear Higher Ed Administrator,

I hope this letter finds you well amidst your administrative responsibilities. I wish to emphasize three ways in which I can support your efforts. Firstly, I can assist in **automating routine tasks** such as appointment scheduling, data entry, and report generation, enabling you to allocate more time to

strategic initiatives. Secondly, I can help draft **compelling grant proposals or funding requests** by providing well-structured narratives and evidence-based arguments. Lastly, I can aid in **analyzing institutional data to identify trends and opportunities for improvement across various departments**.

To derive maximum value from our collaboration, consider utilizing my efficiency-boosting capabilities, grant proposal assistance, and data analysis skills to drive organizational success.

Sincerely, ChatGPT

Dear Student,

I hope this letter finds you motivated in your educational journey. I want to share three ways in which I can be of assistance to you. Firstly, I can **help explain** complex concepts in a simplified manner, supporting your understanding of challenging subjects. Secondly, I can aid in generating ideas and outlines for essays and assignments, **kickstarting** your writing process. Lastly, I can provide **study tips and techniques** to optimize your learning and retention. To make the most of our interaction, consider using me as a resource for clarifications, writing inspiration, and study strategies to excel in your academic endeavors.

Sincerely, ChatGPT

Dear Principal,

I hope this letter finds you well. As an AI language model, I want to emphasize three key aspects that could be of great importance to you and your school community. Firstly, I can assist in automating administrative tasks, like generating reports or managing schedules, allowing you to allocate more time to strategic leadership. Secondly, I can help enhance communication within the school by

creating clear and concise announcements, newsletters, and memos, fostering a stronger sense of unity. Lastly, I can aid in analyzing educational data to identify trends and insights that can inform decisions about curriculum improvements and student support initiatives. To maximize the benefits of our interaction, I suggest utilizing me to streamline tasks, foster engagement, and gain valuable insights for informed leadership.

Sincerely, ChatGPT

Dear Provost,

I trust this message finds you in good health. I wish to highlight three specific ways in which my capabilities as ChatGPT can be of value to your role. Firstly, I can assist in developing strategic plans and policies by analyzing vast amounts of data and providing insights to support evidence-based decision-making. Secondly, I can aid in crafting persuasive and informative communications to engage faculty, students, and stakeholders, ensuring effective dissemination of important information. Lastly, I can support academic research by offering assistance in literature reviews, data analysis, and generating ideas for innovative research projects. For optimal collaboration, I recommend leveraging my analytical, communicative, and research-oriented abilities to advance your academic institution's goals.

Sincerely, ChatGPT

Dear Instructional Designer,

I trust this letter finds you inspired. I wish to underscore three key ways in which I can enhance your role as an instructional designer. Firstly, I can collaborate with you in brainstorming creative approaches to course design, providing fresh ideas for engaging content delivery and assessment methods. Secondly, I can help you draft clear and concise learning objectives, ensuring alignment

between educational goals and instructional materials. Lastly, I can assist in developing interactive simulations or scenarios to immerse learners in real-world contexts. To maximize our synergy, I recommend integrating my creativity, alignment assistance, and interactive content creation to design exceptional learning experiences.

Sincerely, ChatGPT

Dear EdTech Vendor,

I trust this message finds you at the forefront of innovation. I want to highlight three ways in which I can complement your offerings as an AI language model. Firstly, I can assist in creating user-friendly documentation and support resources for your products, enhancing the overall user experience.

Secondly, I can help generate persuasive marketing content, capturing the unique features and benefits of your solutions in a compelling manner. Lastly, I can offer insights into educational trends and needs, aiding in the development of new and relevant products. To maximize our collaboration, consider leveraging my content creation, marketing support, and trend analysis skills to amplify the value of your EdTech offerings.

Sincerely, ChatGPT