Ultimate ChatGPT Prompt Cheat Sheet

Act as a [ROLE] 👤	[Task] ✓	[About] ℹ	[Tone / Output] 💬
The persona you want to adopt.	Clearly define what you want ChatGPT to do.	Provide specific context, details, or examples.	The tone and format of the response.

Examples

Act as an instructor, Act as customer support,	create a lesson write an email response	about SMART goals to this: [pasted email & info]	at 10th grade reading level in a friendly tone.

Roles	Create / Write	About	Tone / Output
Advertiser	**Create / Write**	Article Name	**Tone**
Career Counselor	• Announcement	[Attached File] *	Concise
[Topic] Coach	• Article	Describe Scenario	Friendly
Customer Support	• Ad or Marketing Copy	List of Objectives or Key Points	Grade Level (8th Grade)
[Code] Developer	• Call to Action (CTA)	[Pasted Text]	Persuasive
[Famous Person]	• Code	Subject	
Editor	• Cover Letter	[Website URL] *	**Audience**
Excel Expert	• Email		Adult Learners
Graphic Designer	• Example of Something	Be specific and detailed, consider adding instructions in a list.	Client
[Topic] Influencer	• [Function] Formula		Employees
Instructional Designer	• Graphic or Picture	**More Information & Instructions = Better Results**	[Marketing Profile]
[Position] Job Interviewer	• Headlines / Hooks		**Don't Use**
[Position] Job Seeker	• Lesson Plan		Jargon or technical terms
Marketer	• Outline		Wordy language
Manager	• [Type] Plan		More than 500 characters
Project Manager	• Quotation		**Output Format**
Presenter	• Sales Pitch		[Specified File Type]*
Recruiter	• SEO Keywords		List
Sales Rep	• Social Media Post		Plain or Rich Text
Researcher	Analyze		Summary
Teacher	Problem Solve		Table
Web Designer	Proofread		
	Rewrite		
	Review and Improve		
	Role Play		
	Summarize		

* Requires ChatGPT-4 (Paid)

Features	ChatGPT-3.5	ChatGPT-4
Cost	**Free**	**Paid** ($20/month)
Response Quality	Good	Highly accurate
Speed	Fast for simple tasks	Slower & detailed
File Uploads	❌	✅
File Generation	❌	✅
Web Access / Browsing	❌	✅
Use Cases	Simple tasks & general knowledge	Complex tasks, long conversations

Follow-Up Prompts

Provide additional instructions to improve ChatGPT's output.

Expand that initial

Shorten that

Output to [specify output]

Rewrite that [provide instructions]

• Be more concise and less wordy
• Change tone, etc.

Prompting Tips

Be specific with your instructions.

Instead of: *Write an email.*

Use: *Write an email to a client thanking them for their recent purchase.*

Use follow-up prompts.

Rewrite summary to make it more engaging for a younger audience.

Ask ChatGPT how it can help you or what its capabilities are.

Can you create videos?

Download the ChatGPT app to your smartphone.

File and Web Access

Require ChatGPT 4 (paid).

Proof and improve this document [upload].	W
Generate a sales report from this [upload].	X
Create a PowerPoint about [topic].	P
Summarize key points from this PDF [upload].	PDF
Save table as a CSV file.	CSV
Extract text from this image [upload].	
Find top-rated project management tools online and compare features.	www
Give me a company overview, based on [URL].	www
Create a picture of [subject].	

Prompts to Get You Started

Include 👤 Act as [Role], ℹ️ [About], and 💬 [Tone/Output] for better results:

Marketing 📣

Create a compelling social media post about [topic relevant to audience] that encourages engagement.

Write an engaging blog post on [topic relevant to audience], incorporating SEO best practices and internal links.

Come up with 5 hooks or subject lines for [campaign] that drive engagement.

Write a short, persuasive sales pitch for [product] aimed at [target audience].

Generate a list of SEO keywords to optimize content for [product/audience].

Develop a monthly content calendar for [brand/product], outlining post topics and posting schedule.

Training 📖

Write a course outline on [topic].

Design a lesson plan for [topic] that includes objectives, activities, and assessments. [Use follow-up prompts to expand and improve]

Develop clear, measurable learning objectives for [course, pasted text or URL].

Create assessment questions that align with [learning objectives].

Design an interactive activity to reinforce [learning objective].

Explain this to an 8th grader [text].

Give an example of [learning objective].

Writing & Editing ✏️

Write a friendly concise email that conveys the following [list of points].

Improve the clarity and conciseness of this: [text].

Rewrite this in a more friendly and approachable tone: [text].

Proofread and correct grammar, spelling, and punctuation in this: [text]

Cite your sources.

Reports 📈

Summarize this in under 100 words, highlighting the key points: [text].

Analyze the following data and provide insights on trends.

Convert output to a format that can be easily copied to a spreadsheet.

Sort this by [specify sort order].

Help me with a [Function] Excel formula.

Brainstorming 🧠

Brainstorm a list of possible solutions to [describe problem].

Act as a hiring manager interviewing me for [job role]. Ask me related interview questions and provide feedback on my answers.

General 💬

Translate this to [language]: [text].

Specify math problems or conversions.

Ask for information.

Use as a thesaurus or dictionary.

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Leadership
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Management
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Word

📞 Sales & Marketing
Marketing
Sales

🖥️ Technology
AI
Computer Basics
CRM
Mac
Software

Training
Course Authoring
Instructional Design
Train the Trainer

Wellness
Mental Health
Personal Growth
Relationships
Well-Being
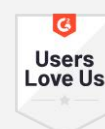Work/Life Balance

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