

AI Prompt Cheat Sheet

SET THE PARAMETERS FOR THE PROMPT

ROLE

- Classified Employee
- Counselor
- Proof-reader
- Marketing Expert
- Idea Generator
- Business Instructor
- Critic
- Manager
- Content Strategist
- Presenter
- Student

SETTING/EVENT

- Community college
- Team meeting
- Training workshop
- Open forum
- Career fair
- Performance review
- Appreciation event
- Outreach launch
- Onboarding
- Fundraiser

TASK/FORMAT

- Summarize
- Analyze
- Report
- Social Media Post
- Interview Questions
- Script
- Presentation
- Email
- Cover Letter
- Manual
- Key Points

TONE/STYLE

- Professional
- Persuasive
- Inspirational
- Serious
- Formal
- Thoughtful
- Academic
- Confident
- Informal
- Inspirational
- Descriptive

SEQUENCED PROMPTING

Build on your inputs

1. Create a clear, practical presentation that introduces a key initiative to an audience unfamiliar with the topic.
2. Recommend relevant visuals or graphics that strengthen understanding.
3. Provide tips on how to present to the target audience.
4. Draft an email announcement with key event details.
5. Translate the email into Spanish.

ADDITIONAL CONSIDERATIONS

- Start with a clear prompt with specific instructions and details.
- Provide context.
- Who is the audience and their demographics?
- Specify the desired output/results.
- What is the intent behind your ask?
- Are there any constraints?
- Provide examples of what you want.
- Always review and personalize the content.

SUPER PROMPTS

Define the following...

Role

Act as a community college Student Services Coordinator

Context

Create an email blast for college students

Result

The email informs students of a college transfer fair

Intent

The goal is to increase attendance and create hype

Constraint

Keep the email under 300 words & format it for easy reading

Sample Prompts

Ideas, suggestions, or assistance on any topic: Act as an experienced career mentor in my professional field. I want to move into a leadership position within the next five years in my region. Provide specific recommendations for skills to build, certifications or degrees that would strengthen my profile, volunteer or project experiences that hiring committees value, professional associations to join, and networking strategies. Organize the response into short-, mid-, and long-term actions. Keep the tone practical and direct.

Writing Assistance: Act as a senior program manager. Write a formal proposal for an annual mission-driven event that will be reviewed by executive leadership. Include an overview, purpose, measurable goals, logistics, staffing, timeline, partnerships, estimated budget, risk considerations, and a marketing approach. Provide headings and bullet points. Keep the style professional and decision-ready.

Resume, Cover Letter, and Interview Preparation: Act as a hiring manager. Using the job description I provide and my resume, generate 8 to 10 likely interview questions. After each question, draft a strong sample answer that highlights service orientation, organization, collaboration, and knowledge of our environment. Responses should be concise, confident, and realistic.

Event Planning: Act as an event strategist. Plan an inclusive community event that reflects our organizational values. Provide theme ideas, décor direction, a detailed agenda, hospitality suggestions, engagement activities, potential partners, marketing tactics, and methods for measuring impact. Write for a planning committee. Balance creativity with feasibility.

Presentations: Act as a leadership communications specialist. Build a persuasive presentation requesting expanded professional development resources. Audience: senior administrators or executives. Include an agenda, current challenges, benefits, budget justification, implementation steps, and a closing call to action. Suggest visuals. Keep the tone clear and credible.

Workshops & Trainings: Act as an instructional designer. Create a one-hour virtual introductory training on how participants should use a key system or process. Provide three learning objectives, a timed agenda, facilitation notes, and a 10-minute interactive exercise. Include ideas for visuals and post-session support. Make it engaging for beginners.

Summarize: Act as a policy analyst. Review the attached document and distill it into 5 major takeaways for a cross-functional committee. For each takeaway, write a short explanation, why it matters, two discussion questions, and recommended talking points. Keep it concise and neutral.

Tone of Voice: Act as a student or employee engagement specialist. Create a humorous, high-energy one-page flyer about stress management during peak workload periods. Use friendly language while still presenting credible strategies people can apply immediately.

Difficult Conversations: Act as a trusted advisor. Draft a respectful email to a supervisor explaining that a deadline cannot be met. Provide a brief reason, 2 to 3 solution options, a revised timeline, and a statement of accountability. Keep the message professional, calm, and proactive.

Manuals: Act as a technical writer. Develop a practical onboarding guide for someone brand new to this role. Include step-by-step procedures, checklists, common pitfalls, efficiency tips, and examples of successful practice. Organize the content with clear headings for quick reference.