



Pro Prompts for ChatGPT

OpenAI's Ready-to-Use Prompt Pack





Using ChatGPT in Sales

- Craft a **personalized** cold outreach email template

Prompt

Write a short, compelling cold email to a [job title] at [company name] introducing our product. Use the background below to customize it. Background: [insert value props or ICP info]. Format it in email-ready text.





Using ChatGPT in Marketing

- Research **trends** in buyer behavior

Prompt

*Research 2026 trends in how **[type]** buyers research and evaluate **[industry]** products. Include behavior shifts, content preferences, and channel usage. Cite sources and format as a short briefing with bullet-point insights*





ChatGPT for Managers

- Draft **quarterly goals**

Prompt

*Draft clear and measurable quarterly goals for my team. Here is the business context, company objectives, and recent performance: **[insert context]**. Return 3 Objectives with 3- 4 Key Results each, in a simple bullet format.*





ChatGPT for Finance

- Benchmark expense **ratios vs peers**

Prompt

*I'm a finance lead at [insert company or industry]. Research current SG&A and R&D expense ratios for 5 comparable companies in the **[insert sector]**. Provide a table with metrics, source links, and a short analysis of how we compare*





ChatGPT for Engineers

- Debug **failing system** in production

Prompt

*A system in production is intermittently failing, and we're struggling to isolate the root cause. Based on the following logs, metrics, and recent changes: **[insert context]**, help identify the most likely causes and suggest next steps for mitigation*



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ChatGPT for HR

- Brainstorm **engagement** initiatives

Prompt

Generate 5 practical ideas for improving employee engagement across **[company/team]**. Consider our hybrid work model, current engagement scores, and time/resource constraints. Present each idea with a short description, expected impact, and implementation effort level





ChatGPT for Product

- Compare competitors' **onboarding UX**

Prompt

Research how 3 key competitors structure their onboarding flow for new users. Include screenshots, key steps, and points of friction or delight. Synthesize a comparison table and recommendations for improvement. Target product: ***[Insert product]***





ChatGPT for Executives

- Refresh internal comms **strategy**

Prompt

Help me design a new internal communications plan for **[company or team]**. We're trying to improve alignment, morale, and transparency. Suggest 3 guiding principles and a simple comms calendar.





ChatGPT for CS

- Create **onboarding plan** template

Prompt

Create a reusable onboarding plan template for **[type of customer]**. Reference typical timelines, milestones, and stakeholder alignment needs. Format as a week-by-week table with task owners and goals





ChatGPT for Work

- Rewrite for **clarity**

Prompt

Rewrite the following text so it is easier to understand. The text will be used in a professional setting. Ensure the tone is clear, respectful, and concise. Text:
[paste text]





Adapt ChatGPT to Any Role

- Create a **meeting agenda**

Prompt

Create a structured agenda for a meeting about **[topic]**. The meeting will last **[time]** and include **[attendees]**. Break the agenda into sections with time estimates and goals for each section





You've got the prompts Now put them to work

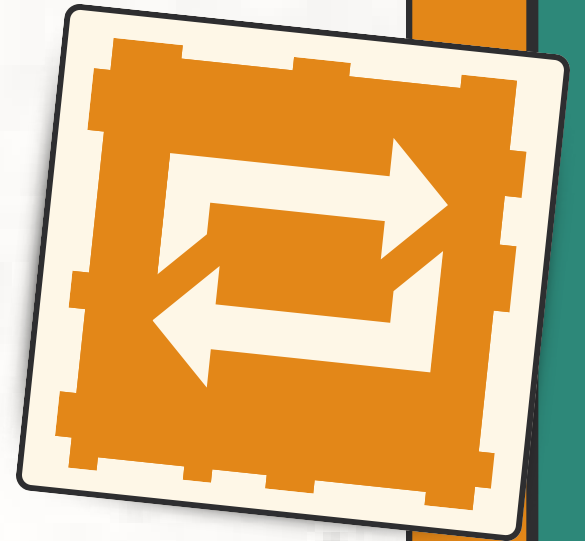
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