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| **Focus Area** | **Prompt Template** |
| **Generating a List of Leads** | "Generate a list of potential leads in **[industry/market/region]**. Focus on companies that meet the following criteria: **[insert criteria: e.g., company size, revenue range, niche focus]**. For each lead, provide the company name, contact person, job title, email address, and phone number (if available), along with a brief note on why they are a strong match for our **[product/service]**." |
| **Writing a Follow-Up Email** | "Draft a professional follow-up email to **[recipient name/role]** at **[company name]**. The purpose is to follow up on our previous conversation regarding **[specific topic or product/service]**. Include a recap of key points, express continued interest, and invite the recipient to schedule a meeting or provide further information. Ensure the tone is **[formal/friendly]** and include a clear call-to-action such as 'Please reply to arrange a discussion'." |
| **Writing an Introductory Email** | "Compose an introductory email targeted at **[recipient role]** in **[industry/company]**. Introduce our **[product/service]** by highlighting its unique benefits, particularly **[benefit details]**. The email should establish credibility, build rapport, and end with a call-to-action (for example, inviting them to a demo or meeting). Use a tone that is **[engaging/professional]** and personalized for **[client segment]**." |
| **Analyzing a Specific Document** | "Analyze the attached **[document/report name or type]** that focuses on **[subject matter]**. Identify key insights, trends, and outliers from the data. Summarize your findings in bullet points and provide actionable recommendations based on the analysis. Please include references to any significant data points or anomalies related to **[specific metrics or criteria]**." |
| **Identifying Trends and Outliers** | "Review the attached data/report on **[topic or business area]** and identify significant trends, patterns, and outliers. Provide a detailed summary that includes visual suggestions (such as charts or graphs) to illustrate these findings. Explain how these trends impact our strategy regarding **[specific business process or goal]** and suggest next steps." |
| **Engaging Specific Clients on Specific Topics** | "Develop a strategy for engaging clients in the **[client segment]** about **[specific topic or issue]**. Outline key messaging points, including personalized conversation starters and tailored content ideas (such as blog posts, case studies, or webinars). Detail potential objections and provide recommendations on how to address them, along with the preferred communication channels (e.g., email, LinkedIn) and a follow-up plan." |
| **Personalized Client Engagement Strategy** | "Create a personalized engagement plan for **[client group or individual]** focused on **[specific subject or business need]**. Include detailed suggestions for conversation starters, email templates, and social media messages. Describe how to incorporate the client's interests and pain points, propose timing for outreach, and specify metrics for tracking engagement success." |
| **Competitor Analysis** | "Conduct a competitor analysis for **[market/industry/region]**. Identify the top **[number, e.g., 5]** competitors and provide details on each, including their business models, key strategies, product/service offerings, pricing, and marketing tactics. Analyze their strengths and weaknesses with supporting data or metrics where possible. Based on your analysis, suggest actionable recommendations on how we can either match or surpass these competitors, such as through product enhancements, strategic pricing, improved customer engagement, or innovative marketing approaches." |
| **Writing a mail to a prospective client for service you know they will be interest in with key highlights to the value proposition** | Assume you are a business professional writing an email to a prospective client in the [industry/sector]. Your goal is to introduce them to our [service name]—a service we know will be of high interest to them—and to highlight its unique value proposition. The email should be structured as follows:  Personalized Greeting and Introduction:  Open with a warm, personalized greeting that addresses the recipient by name (e.g., 'Dear [Client Name],'). Briefly introduce yourself and your company, and mention any relevant connection or reason you’re reaching out (e.g., referencing their recent company achievement or industry trend). Identify a Relevant Challenge or Need:  Acknowledge a specific challenge or need that the recipient’s company is likely facing (e.g., 'I noticed that [Client Company] is expanding its operations in [specific area], which often presents challenges in [related pain point]'). Emphasize that you understand their current situation. Service Description and Value Proposition:  Introduce [service name] and describe it concisely. Highlight key features and benefits that directly address their needs (e.g., 'Our service helps streamline [specific process] by [brief explanation of how it works], leading to [benefit, such as cost savings, improved efficiency, etc.]'). Include any supporting data, success stories, or metrics if available (e.g., 'Our recent implementation with [Similar Company] resulted in a [specific percentage] improvement in [relevant metric]'). Call-to-Action:  Clearly invite the client to take the next step—whether that’s scheduling a meeting, a demo, or simply replying for more information (e.g., 'I would welcome the opportunity to discuss how [service name] can help [Client Company] overcome these challenges. Would you be available for a brief call next week?'). Professional Closing:  Close the email with a professional sign-off (e.g., 'Best regards, [Your Name]') and include your contact information. |
| **Business Documentation & Proposal Writing** |  |
| **Identify the right pricing for a product or service or project based on market based rate** |  |