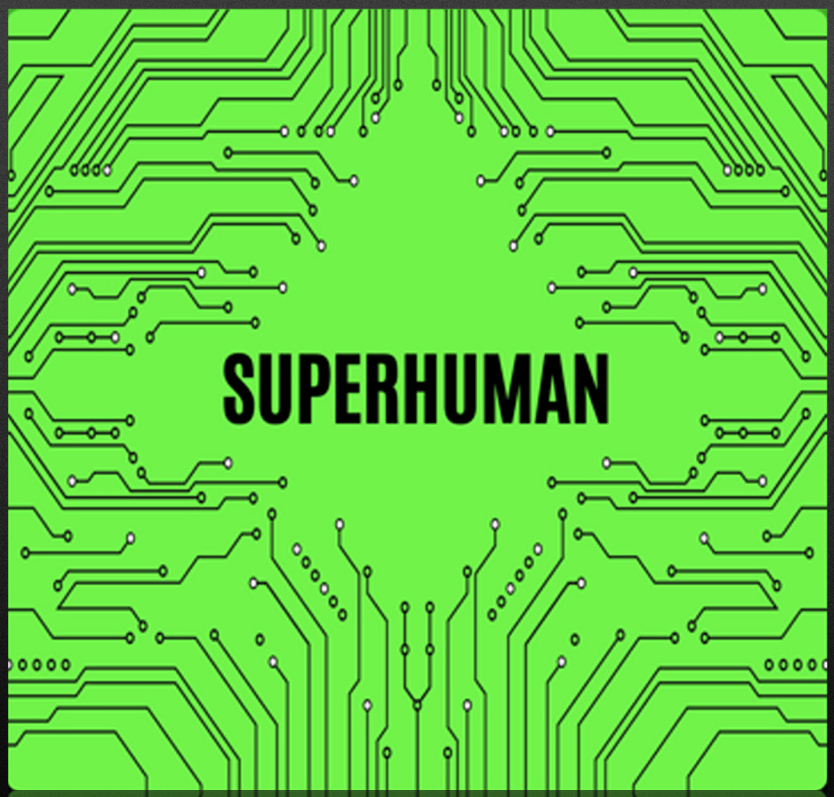
TOP AI CHEAT SHEETS

SAVE 100S OF HOURS AND GET MORE DONE



ChatGPT Mastery Cheat Sheet

Sign up to Superhuman AI to download this cheat sheet and more.

Act as a [Role]
- CEO
- Analyst
- Accountant
- Teacher
- Marketer
- Therapist

TONES
Write using [x] tone

Firm	Professional	Persuasive
Confident	Descriptive	Formal
Poetic	Humorous	Informal
Narrative	Academic	Friendly

FORMAT

Code	Table	Essay
Tweet	Blog	Report
Social media post	Email	Presentation
	Bullets	Research

MODES AND ROLES
- **Intern:** Find research on [insert topic]
- **Idea generator:** Generate ideas on [x]
- **Editor:** Edit and fix this text: [insert text]
- **Teacher:** Teach me about [insert topic]
- **Critic:** Critique my argument: [argument]

Create a [Task]
- Essay
- Webinar
- Book Outline
- Blog post
- Ad copy
- Video script

Show as [Format]
- A Table
- List
- HTML
- Spreadsheet
- PDF
- Rich Text

Steps to Build ChatGPT Prompt
1- Set the goal & give task description
2- Give Background context
3- Tell Intent & purpose
4- Give Instructions & guidelines
5- Tell presentation format

KEY TERMS
- **Prompts:** Written instructions given to ChatGPT
- **GPT-4:** The latest AI model powering ChatGPT
- **OpenAI:** The company that built ChatGPT and GPT-4
- **Prompt Engineering:** The technique of crafting the correct prompts to get your desired output
- **Generative AI:** A category of AI that generates media like text, images, music, and movies

ALTERNATIVE CHATBOTS
Google Bard · Chatsonic · Bing AI · HuggingChat

PROMPT GENERATION APPS
PromptBase · Prompt Perfect · promptden

Set Restrictions
- Use Poetic language.
- Adopt Formal tone.
- Use Shakespearian style.
- Use only Scientific sources.
- Write in Grade 5 English.
- Code only in HTML.

10 BEST PLUGINS
Video Insights · Wolfram · Scholar AI · WebPilot · KeyMate Search · VoxScript · Zapier · Create QR Code · Pixellow · AskYour PDF

AI Tools
Find the best AI tool for the job

Copywriting	ChatGPT
Research	Bard
Coding	Code Interpreter
Essays + Blogs	Claude
Academic	Bing AI
Data Analysis	Code Interpreter
Image Analysis	Bard
Summarization	Claude
Web Browsing	Bard

CHATGPT ARTICLE MODIFIERS
(Use in Promt to Improve Output)

Hook	Start the article with a hook to draw readers in.
Inverted Pyramid	Structure the article using the inverted pyramid approach.
Storytelling	Incorporate storytelling into the article to engage readers.
Active Voice	Write the article using active voice for clarity and conciseness.
Subheadings	Divide the article into sections with relevant subheadings.

CHATGPT BUSINESS USE CASES

Use Case	Brief Explanation
Customer Service Automation	Automate routine customer queries, directing complex issues to human agents.
Content Generation	Draft SEO-friendly blog posts, social media updates, and product descriptions.
Market Research	Scrape and analyze customer reviews and social media mentions.
Email Campaigns	Draft initial email content for campaigns and sequences.
Data Interpretation	Summarize large datasets into actionable insights.

ChatGPT Mastery Cheat Sheet

Go from Beginner to Pro

ACT AS [role]

- Resume Writer
- Marketer
- Resume Reviewer
- LinkedIn Expert
- HR Manager
- Copywriter
- Interviewer
- CEO
- Ghost Writer
- Accountant
- Website Designer
- Resume Reviewer
- Prompt Engineer
- Financial Analyst

CREATE A [task]

- Resume
- Resume Analysis
- Cover Letter
- Job Description
- Headline
- Article
- Essay
- Sales Copy
- Analysis
- SEO Keywords
- Blog Post
- Summary
- Webpage
- Book outline

SHOW AS [format]

- A Table
- Summary
- A Bullet Points
- Spreadsheet
- Plain Text File
- Word Document PDF
- Graphs
- XML
- Rich text
- JSON
- An Analogy

TONES

Write using [x] tone

Firm	Professional	Persuasive
Confident	Descriptive	Formal
Poetic	Humorous	Informal
Narrative	Academic	Friendly

FORMAT

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Teacher: Teach me about [insert topic]
Critic: Critique my argument: [argument]

ALTERNATIVE CHATBOTS

Google Bard, Copilot, Bing AI, Claude AI

CUSTOM GPTs

Dall E, Consensus, Veed IO, Zapier, DesignerGPT

10 BEST PLUGINS

Video Insights, Wolfram, Scholar AI, WebPilot, KeyMate Search, VoxScript, Zapier, Create QR Code, Pixellow, AskYour PDF

PROMPTS FOR RESEARCH

- Identify the top 20 companies in [insert industry] by revenue
- What are the top trends in [insert industry] for 2023?
- Find me the best-reviewed software for [insert task]
- Summarize the annual financial statement of [insert company]
- Summarize this research paper and give me a list of the key insights: [insert research paper text]

PROMPTS FOR DEVELOPERS

- Help me find mistakes in my code: [insert your code]
- Explain what this snippet of code does: [insert code snippet]
- What is the correct syntax for a [statement or function] in [programming language]?
- How do I fix the following [programming language] code which [explain the functioning]? [insert code snippet]

PROMPTS FOR SALES

- Generate 10 ways to generate leads for [product description]
- Create a personalized sales email for potential customers. Include [topic, brand name, promo offers, etc.]
- Write a sales landing page description for [product description]
- Generate 5 personas I should include in my outreach for [X]
- Generate a script to use when cold-calling [insert persona]

PROMPTS FOR DESIGNERS

- What are some interactions to consider when designing a [insert app or website description]
- Create a user persona for [describe product]
- Generate 10 questions for a user interview regarding [topic]
- Create a user journey for [insert app and persona description]
- Generate UI/UX design requirements for [describe feature]

PROMPTING FRAMEWORKS

R-T-F
Act as a [ROLE]
Create a [TASK]
Show as [FORMAT]

T-A-G
Describe [TASK]
Ask for [ACTION]
State [GOAL]

R-I-S-E
Act as a [ROLE]
Describe [INPUT]
Ask for output [STEPS]
Describe [EXPECTATIONS]

B-A-B
Explain problem [BEFORE]
State outcome [AFTER]
Ask for [BRIDGE]

C-A-R-E
Act as a [CONTENT]
Create a [ACTION]
Show as [RESULT]
Give the [EXAMPLE]

TOP 9

FREE AI COURSES FROM Google

1. Google Cloud — Introduction to Generative AI — COMPLETION BADGE
2. Google Cloud — Introduction to Large Language Models — COMPLETION BADGE
3. Google Cloud — Introduction to Responsible AI — COMPLETION BADGE
4. Google Cloud — Introduction to Image Generation — COMPLETION BADGE
5. Google Cloud — Transformer Models and BERT Model — COMPLETION BADGE
6. Google Cloud — Introduction to Generative AI Studio — COMPLETION BADGE
7. Google Cloud — Encoder-Decoder Architecture — COMPLETION BADGE
8. Google Cloud — Create Image Captioning Models — COMPLETION BADGE
9. Google Cloud — Attention Mechanism — COMPLETION BADGE

ChatGPT Prompting Frameworks

Unlock the full potential of ChatGPT

R-T-F

Prompt Example

Act as a [ROLE] | Create a [TASK] | Show as [FORMAT]

Facebook Ad Marketer. → ROLE
Design a compelling Facebook ad campaign to promote a new line of fitness apparel for a sports brand. → TASK
Create a storyboard outlining the sequence of ad creatives, including ad copy, visuals, and targeting strategy. → FORMAT

T-A-G

Prompt Example

Define [TASK] | State the [ACTION] | Clarify the [GOAL]

The task is to evaluate the performance of team members
Act as a Direct manager and assess the strengths and weaknesses of team members.
Goal is to improve team performance so that the average user satisfaction score moves from 6 to 7.5 in the next quarter.

B-A-B

Prompt Example

Explain Problem [BEFORE] | State Outcome [AFTER] | Ask fo the [BRIDGE]

We're nowhere to be seen on SEO rankings → BEFORE
We want to be in top 10 SEO ranking in our niche in 90 days. → AFTER
Develop a detailed plan for mentioning all the measures we should take also include list of top 20 keywords. → BRIDGE

C-A-R-E

Prompt Example

Give the [CONTEXT] | Describe [ACTION] | Clarify the [RESULT] | Give the [EXAMPLE]

We are launching a new line of sustainable clothing → CONTEXT
Can you assist us in creating a targeted advertising campaign that emphasizes our environmental commitment? . → ACTION
Our desired outcome is to drive product awareness and sales → RESULT
A good example of a similar successful initiative is Patagonia's "Don't Buy This Jacket" campaign, which highlighted their commitment to sustainability while enhancing their brand image. → EXAMPLE

R-I-S-E

Prompt Example

Specify the [ROLE] | Describe [INPUT] | Ask for [STEPS] | Describe the [EXPECTATION]

Imagine you are a content strategist. → ROLE
I've gathered detailed information about our target audience, including their interests &common questions related to our industry. → INPUT
Provide a Step by Step content strategy plan identifying key topicsbased on our audience insights, creating an editorial calendar, and drafting engaging content that aligns with our brand message. → STEPS
Aim is to increase our blog's monthly visitors by 40% and Enhance our brand's position as a thought leader in our industry. → EXPECTATION

ChatGPT Cheat Sheet for Job Seekers

Job Search AI Tools

hireBrain
MATCH THAT ROLE
Applyish
sonara beta
Careerflow.ai

Interview Prep AI Tools

Interview Prep AI
interviewsby.ai
InterviewGPT .ai
Job Interview AI
Huru
Interview Igniter

Job Application AI Tools

Postlander
sonara beta
LazyApply
AUTO APPLY
aiApply

CV Maker AI Tools

CV Match
RESUMATIC
Jobcopy
Resumy
kickresume
resumA.I.
RESUME WORDED

ChatGPT prompts for job seekers

Creating Professional resume

Create a professional resume for a **[Title]** based on this job description. **[Copy/paste the job description]**
What are the key skills that should be included in a resume for a **[job title]** position?

Negotiating a Salary

I have **[x]** years of experience in **[field]** and I'm looking to apply for a **[job role]** position. What should I keep in mind when discussing salary?
And how should I handle if my salary request is denied?

Interview Preparation

- List the 10 most common interview questions that employers typically pose to candidates interviewing for a **[insert industry]** position.
- Identify 10 common interview questions for a **[insert industry]** role with this job description: **[insert job description]**
- I'm interviewing for **[job title]** at **[company/ type of company]**, and this is part of the job description: **[paste job description]**. How do I showcase this skill in an interview?
- I'm interviewing for **[job title]** at **[company]** and know little about the company. What do I need to know about them for my interview?

Pre-Interview Research

- I'm interviewing with **[company]** for a **[job position]** role. Can you check out their website **[website link]** and summarize what they do? **[enable web browsing]**
- What should I focus on to grasp **[company]**'s standing in the market for their **[product/ service]**?
- I'm aiming to join a company in the **[industry]** sector. Can you tell me about the major opportunities and challenges in this industry?

TOP AI COURSES

by NVIDIA

SELF-PACED ONLINE COURSE

1

Generative AI Explained

Enroll Now

SELF-PACED ONLINE COURSE

2

Augment your LLM Using Retrieval Augmented Generation

Enroll Now

3

Building A Brain in 10 Minutes

Enroll Now

4

Introduction to AI in the Data Center

Enroll Now

5

Introduction to Networking

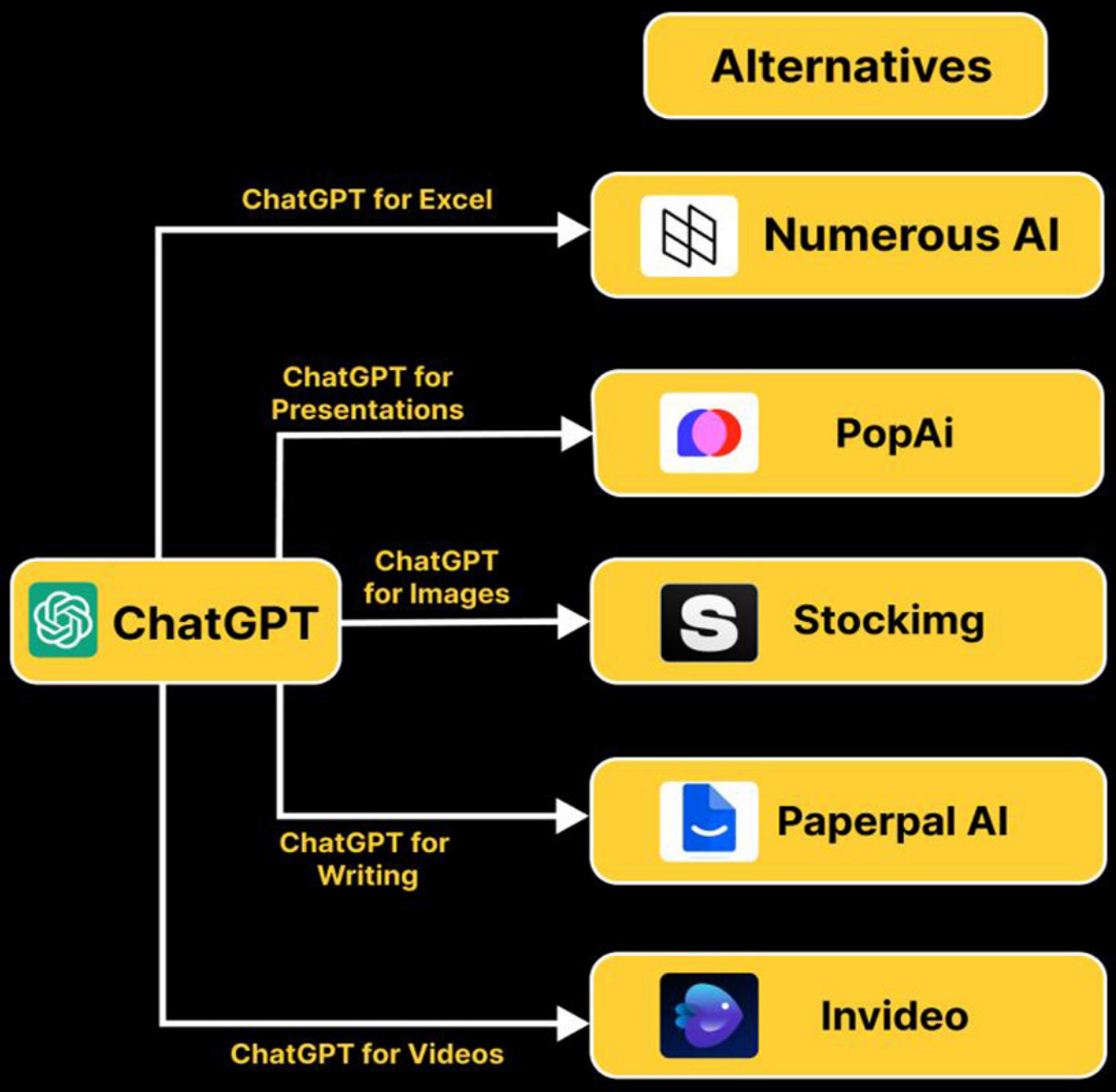
Enroll Now

6

Accelerate Data Science Workflows With Zero Code Changes

Enroll Now

Free ChatGPT Alternatives



TOP AI PODCASTS

To 10x your knowledge

TOP FREE

AI COURSES FROM LinkedIn

1

COURSE

Introduction to Artificial Intelligence

By: Doug Rose · Mar 15, 2023

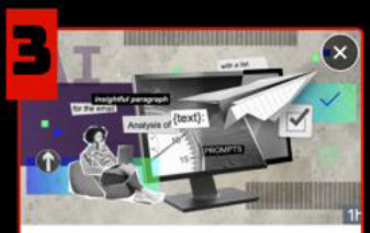
Get a simplified overview of the top tools in artificial intelligence.

LinkedIn

1h 34m 2s left

Save

3



COURSE

How to Boost Your Productivity with AI Tools

By: Dave Birss · Jul 14, 2023

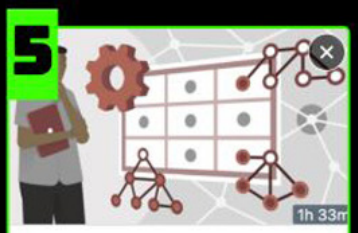
Get a hands-on, practical run through of different ways to use generative artificial intelligence tools like ChatGPT to increase...

LinkedIn

88,419 learners

Save

5



COURSE

Artificial Intelligence for Business Leaders

By: Doug Rose · Sep 16, 2020

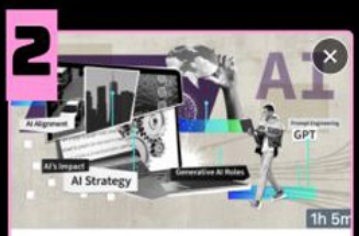
Explore the artificial intelligence tools and concepts that can solve some of today's most pressing business needs: logistics,...

LinkedIn

66,630 learners

Save

2



COURSE

Introduction to Generative AI with GPT

By: Jonathan Reichental · Sep 18, 2023

Learn about the role of artificial intelligence in business, with particular emphasis on the new GPT-4 technology released by Open AI.

LinkedIn

38,100 learners

Save

4

COURSE

Introduction to Large Language Models

By: Jonathan Fernandes · Sep 29, 2023

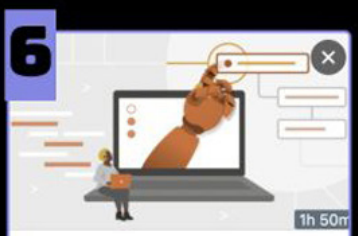
Learn about large language models—what they are, what they can do, and how they work.

LinkedIn

9,811 learners

Save

6



COURSE

Artificial Intelligence Foundations: Machine Learning

By: Kesha Williams · May 30, 2023

Learn about the machine learning lifecycle and the steps required to build systems in this hands-on course.

LinkedIn

1h 50m 10s left

Save

TOP 10

YOUTUBE CHANNELS TO LEARN AI

Two Minute Papers
@TwoMinutePapers · 1.53M subscribers · 863 videos
What a time to be alive! >
users.cg.tuwien.ac.at/zsolnai and 3 more links
Subscribe Join

AI Explained
@aiexplained-official · 233K subscribers · 73 videos
Covering the biggest news of the century - the arrival
patreon.com/AIExplained and 2 more links
Subscribe

All About AI
@AllAboutAI · 143K subscribers · 361 videos
Welcome to my channel All About AI =) >
allabtai.com and 1 more link
Subscribe Join

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assemblyai.com and 3 more links
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Matt Wolfe
@mreflow · 542K subscribers · 217 videos
AI, No-Code, Tech, Futurism - I'm a tech nerd and talk
futuretools.io and 2 more links
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Python Programming tutorials, going further than
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Are you trying to learn data science so that you can get
tuesday.tips and 6 more links
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PromptJungle
@promptjungle · 73.7K subscribers · 32 videos
Hey there, I'm an AI enthusiast and developer, and I'm thrilled to wel...
discord.gg/c5cwKAdpAf
Subscribe Join

6 Best Prompting Techniques by Meta

STRATEGIES	EXPLANATION
1. Explicit Instructions	Detailed, explicit instructions produce better results than open-ended prompts. **Example:** Explain the latest advances in large language models to me. *"Always cite your sources. Never cite sources older than 2020."*
2. Use Examples	Adding specific examples of your desired output generally results in a more accurate, consistent output. This technique is called "few-shot prompting".
3. Role Based Prompts	Creating prompts based on the role or perspective of the person or entity being addressed generate more relevant and engaging responses from language models. **Example:** Using *"act as a tour virtual tour guide/ copywriter/ manager"* etc before starting a prompt.
4. Chain of Thought Technique	Series of prompts or questions to guide the model's thinking process. It helps in generating more coherent and in-depth responses. **Example:** Who lived longer Elvis Presley or Mozart? *Let's think through this carefully, step by step.*
5. Formatting	You can ask LLm to return your result in a specific format. **Example:** *Use bullet points. or Return as a JSON object.*
6. Content Limitation	Specific guidelines or rules applied to the prompts to shape the model's responses in a desired way. **Example:** *Only use academic papers. or Never give sources older than 2020.*
6. Self Consistency	Run the same prompt multiple times and select the most frequent answer to increase accuracy.

AI Tools to 10x your productivity

Video	Pika Labs	Synthesia	RunwayML
Writing	Grammarly	Notion AI	Compose
Images	Midjourney	Krea AI	Adobe Firefly
Presentation	Gamma AI	Decktopus	Prezi
Coding	Github Copilot	CodeGPT	AskCodi
Chatbot	ChatGPT	Copilot	Perplexity
Productivity	Notion AI	Taskade	Monday

Free Alternative AI Tools

PAID	FREE
Writing: Notion AI	Writing: NotebookLM
Video: Runway	Video: Pika Labs
Chatbot: ChatGPT	Chatbot: Microsoft Copilot
Image: Midjourney	Image: Designer
Design: Canva AI	Design: Designs AI

20 BEST CUSTOM GPT's

Productivity

- Zapier
- Convert Anything
- SciSpace
- Excel
- Presentation Slides

Writing

- Humanizer Pro
- Copywriter GPT
- Paper Digest
- Essay Writing
- Writing assistant

Coding

- Code GPT
- Grimoire
- Code Pro Genius
- Coding X
- Web Crafter

Images

- Diagram: Show Me
- Photorealistic Prompt
- DALL.E
- Modjourney
- Idea Visualizer

ChatGPT Cheat Sheet for LinkedIn Growth

Post Types

Infographics: Cheatsheets and guides

Carousels: Step-by-step guides, event highlights, portfolio, educational content, tips and tricks

Text: Storytelling and inspirational stories

Videos: Tutorials and captivating videos

Networking Prompts

Networking Icebreaker: Provide a brief message to initiate a conversation with a new LinkedIn connection. Ensure the message is positive, engaging, and conversational, with a maximum of 100 words.

Skill Endorsement: Write a concise request for a LinkedIn endorsement on [Your Skill], including a brief example of how I've used this skill professionally. Offer to return the favor. Keep it formal and under 100 words. Here's my experience: [Insert experience]

Profile Optimization Prompts

Linkedin Headline: Help me craft a LinkedIn headline that shows off my experience, skills, and what makes me special. Use important words from my industry found in my resume and share what I'm passionate about. The headline should catch people's eye and make them want to see more of my profile. My Resume: [Your Resume]

Summary Prompt: Craft [insert words] LinkedIn summary that includes my career background, pivotal achievements, key skills, and unique qualities. Please maintain a [specify tone] tone. Use the provided resume for details. My Resume: [Your Resume]

Experience Section: Help me create an impactful LinkedIn experience section, going beyond mere job duties to highlight my contributions and results. Utilize action verbs, quantify successes, and add context to demonstrate my value in each role. Feel free to refer to my Resume for more information. Here's my resume for reference: [Your Resume]. Here are the profile sections I want you to write for: [Specify Profile Sections]

Skill Section: Recommend key skills for my [Your Role] LinkedIn profile based on my resume. Identify which skills to showcase and seek endorsements for. My Resume: [Your Resume]

Optimize Profile: Help me enhance my LinkedIn for [your objective, e.g., networking, job hunting]. How can I tailor my profile to appeal to [target audience]? Tips for structuring my profile sections are welcome.

Best AI Tools for LinkedIn Growth

kickresume
HUMANIC
copy.ai
Engage AI
Taplio
ChatGPT
Browse AI
SocialPilot

Content Strategy Prompts

Content Ideas: Give me weekly content ideas to post on my LinkedIn profile related to [insert topic]. The posts should resonate with my target audience [specify target audience] and will drive more engagement.

Opening Sentence: Help me craft a unique and captivating first sentence for a LinkedIn post on [topic], aimed at [goal]. I want to immediately grab readers' attention. Could you suggest an opening line that draws the audience in?

Story Telling: Help me infuse storytelling into a LinkedIn post on [topic] to achieve [goal], making it more engaging and memorable. Can you suggest a compelling narrative or storytelling techniques to amplify its effect?

Data and Stats: Help me add relevant data and statistics into a LinkedIn post on [topic] to enhance credibility and engagement. Can you help identify and include meaningful data that reinforces the post's message?

CTA: Help me craft a compelling CTA for a LinkedIn post on [topic], targeting [goal]. The CTA should motivate readers towards [desired action]. Any suggestions for an effective CTA to boost engagement?

Best Chrome AI Extensions

perplexity	Give concise and digestible summaries of online articles.
HARPA.AI YOUR BROWSER'S MIND	Track and monitor individual elements on websites so you don't have to keep checking back again and again.
Seamless.AI®	Find the perfect emails, phone numbers, and insights on prospects right on any social media platform.
Jasper	Write about any topic, product, or niche and watch as it instantly generates plagiarism-free content.
Otter	Otter AI transcribes audio from various sources with time-stamped results.
Magical AI	Automate data entry, sending faster messages, and filling out sheets in the blink of an eye.
Merlin	Access ChatGPT-4 for free using the Merlin AI Chrome Extension.
NaturalReader	Converts text from websites into speech with customizable voice options.
ParagraphAI	Drafting, format, polish, and perfect your written masterpieces.
tl;dv	One-click recording, instant access, transcripts, and easy time stamping, editing and sharing of your video calls.

TOP 10 AI

EXCEL ALTERNATIVES

Numerous AI

Categorizing, extracting, writing text, data cleaning, and more.

Rows AI

Analyze, summarize and transform data. Build better spreadsheets, faster.

Equals

Query, analyze, and report on live data from the comfort of your spreadsheet.

Tomat AI

Open and explore CSV or Excel without code.

Flatfile AI

The way you normally talk, but with your spreadsheets.

AI Excel Bot

Write Excel and Google sheets formulas 10x faster with AI

Sheet AI

Describe what you want in plain English and transform data in your spreadsheet.

Genius Sheets

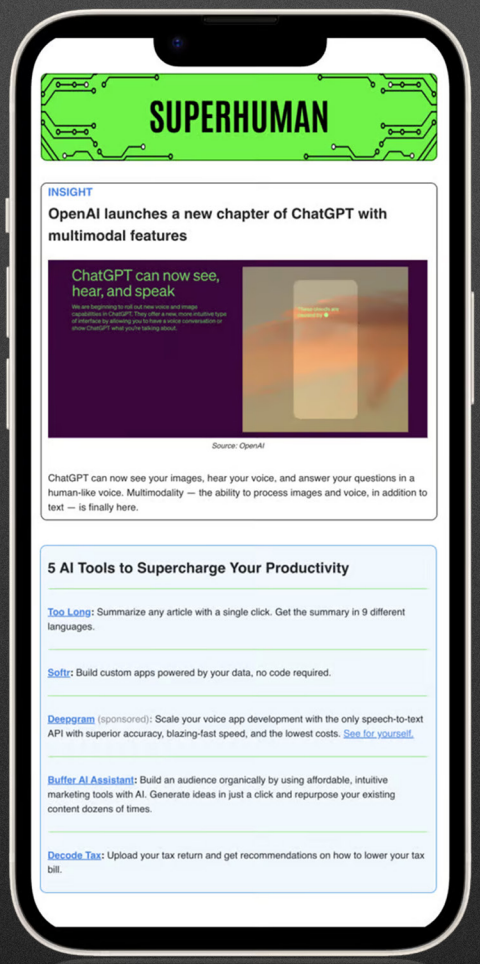
Automate and connect to data in Excel and Google Sheets

AJELIX AI

AI data analytics to help you stay on top of competitors.

Sheet+

Master complex spreadsheet formulas and scripted functions



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