

100+ ChatGPT Prompts Collection

Boost your productivity with these ready-to-use prompts. Save hours every week by using these professionally crafted prompts for various tasks and scenarios.

Business Prompts

Email Templates

1. "Write a professional follow-up email after a meeting with [client name] about [project details]"
2. "Create a cold outreach email to [target audience] about [your service/product]"
3. "Draft a response to a customer complaint about [issue]"
4. "Write a thank you email after a job interview for [position] at [company]"

Meeting Agendas

5. "Create a 30-minute meeting agenda for [topic] with [participants]"
6. "Generate a project kickoff meeting agenda for [project name]"

- 7. "Write a weekly team sync meeting agenda"
- 8. "Create a client presentation agenda for [project]"

Content Creation

Blog Posts

- 13. "Write an outline for a blog post about [topic]"
- 14. "Generate 10 blog post ideas about [industry/topic]"
- 15. "Create a list of 5 SEO keywords for [topic]"
- 16. "Write a meta description for a blog post about [topic]"

Social Media

- 17. "Create 5 engaging tweets about [topic]"
- 18. "Write a LinkedIn post about [professional achievement]"

19. "Generate 3 Instagram captions for [type of content]"

20. "Create a thread of 5 tweets about [topic]"

How to Use These Prompts

- Replace the placeholders in [brackets] with your specific information
- Customize the prompts to match your exact needs
- Use these prompts as templates and modify them as needed
- Combine multiple prompts for more complex tasks

Tips for Best Results

- Be specific with your requirements
- Provide context when needed
- Use follow-up prompts to refine the output
- Save your best prompts for future use

© 2024 AI Tools Expert. All rights reserved.

This collection will be regularly updated with new prompts and categories.