

■ GPT-4.1 Prompting Cheat Sheet

■ 1. Define Your Goal

State exactly what you want. Add context such as purpose, audience, tone, format, and limits.

■ 2. Structure Your Instructions

Use step-by-step format and clear role instructions for better results.

■ 3. Markdown Formatting Symbols

Symbol	Function	Example	Tip
#	H1 heading	# Title	One per document
##	H2 heading	## Section	Main sections
*	Bullet list	* Item	One per line
bold	Strong emphasis	**Important**	For keywords
<i>*italic*</i>	Soft emphasis	<i>*Example*</i>	For nuance
>	Blockquote	> 'Quote'	Highlight ideas
`code`	Inline code	`npm install`	For commands
``` ```	Code block	```js ... ```	Add language name
[text](url)	Link	[OpenAI](https://openai.com)	
	Table column	Col1   Col2	Use --- below headers
---	Separator	---	Between sections

## ■ 4. Format Control Phrases

- Format the result in Markdown with ## subheadings.
- Use numbered steps for the process.
- Return valid JSON, no extra text.
- Separate sections with ---
- Output plain text only, no Markdown.

## ■ 5. Specificity & Constraints

Be measurable and specific. Example: 'Give 5 bullet points, each under 12 words.'

## ■ 6. Example Template

**Role:** Real estate appraiser.

**Task:** Summarize a valuation report.

**Tone:** Professional.

**Format:** Markdown with ## sections and bullet points.

**Output:** 3 short sections.