

# Email prompt reflections (exemplar)

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## Prompt

Write an email to thank the sales team for their hard work on a project.

## Output

Dear Sales Team,

I am writing to express my sincere gratitude for your hard work on the recent [project name] project. Your dedication and commitment were instrumental in our success, and I am incredibly proud of what we accomplished together.

I know that this project was not easy, but you all rose to the challenge and exceeded expectations. You worked tirelessly to build relationships with potential clients, develop and deliver compelling sales pitches, and close deals. Your efforts resulted in a record-breaking sales quarter for the company, and I am so grateful for your contributions.

I am also impressed by the way that you all worked together as a team. You were always willing to support each other and share your knowledge and expertise. This collaborative spirit was essential to our success, and it is something that I truly appreciate.

Thank you again for your hard work and dedication on the [project name] project. I am so fortunate to have such a talented and dedicated sales team.

Sincerely,

[Your name]

P.S. As a small token of my appreciation, I would like to invite you all to a team lunch next week. Stay tuned for more details!

## Notes

List at least three ways that the output meets your needs:

- The message was kind and professional.
- Gemini included placeholders for personalizing it with the project name.
- The email was nuanced, acknowledging the parts of a typical project.

List at least three ways that the output should be adjusted to better meet your needs:

- The email Gemini suggested was unnecessarily lengthy. A more concise email would be better. This may be because I didn't include any instructions about length in my prompt.
- The detail about record quarter earnings isn't accurate to our situation. It should be replaced by a detail about how the sales team brought in a major client. My prompt isn't specific about why I wanted to send a thank you note.
- The email generated by Gemini doesn't address specific members of my team. To customize this email, I can add team member names.

## **Observations**

I was really surprised by how nuanced Gemini's output was considering I only provided it with a few details. The email draft was kind and professional, which is the tone I was aiming for. I found Gemini's response to be a little too long. However, Gemini provided me with a solid starting point from which I could easily edit and personalize the email. Overall, I think that a tool like Gemini could be useful for certain tasks, such as brainstorming ideas, researching answers to questions, or drafting written content.