

20 Powerful ChatGPT Prompt Templates

**Practical Examples for Professionals, Managers, Entrepreneurs,
Educators & Everyday Users**

*These templates follow the GRWC Framework (Goal, Result Format, Warnings,
Context) and can be adapted to almost any situation.*

By Coursesinc Learning Solutions

1. Business Strategy Consultant

Prompt

Act as a senior business consultant.

Goal: Identify three growth strategies for a coffee shop experiencing declining sales.

Result Format: Provide a table showing strategy, benefits, risks, and estimated implementation cost.

Warnings: Avoid suggesting expensive solutions.

Context: The business is a family-owned café with a limited marketing budget.

External Example

A neighbourhood café in Melbourne looking to attract more customers.

2. Career Coach

Prompt

Act as an experienced career coach.

Goal: Help me transition from an accountant into a data analyst role.

Result Format: Provide a six-month learning roadmap.

Warnings: Focus on affordable resources.

Context: I have no coding experience.

External Example

An accountant wanting to move into the tech industry.

3. Travel Planner

Prompt

Act as a professional travel consultant.

Goal: Plan a seven-day holiday in Japan.

Result Format: Create a daily itinerary with estimated costs.

Warnings: Avoid luxury recommendations.

Context: The traveller enjoys culture and food.

External Example

A first-time visitor to Tokyo and Kyoto.

4. Financial Advisor

Prompt

Act as a financial planner.

Goal: Develop an investment plan for someone saving \$500 per month.

Result Format: Provide three investment options and their risk profiles.

Warnings: Avoid speculative investments.

Context: The investor is 35 years old and planning for retirement.

External Example

A young professional starting long-term investing.

5. Resume Writer

Prompt

Act as a professional resume writer.

Goal: Rewrite my resume to apply for a project management position.

Result Format: Provide an improved resume and professional summary.

Warnings: Avoid exaggeration.

Context: I have 10 years of engineering experience.

External Example

An engineer applying for a promotion.

6. Marketing Expert

Prompt

Act as a digital marketing strategist.

Goal: Create a social media campaign for a new fitness app.

Result Format: Provide a 30-day content calendar.

Warnings: Avoid paid advertising recommendations.

Context: The business has a small marketing budget.

External Example

A startup launching a mobile application.

7. Teacher

Prompt

Act as an experienced secondary school teacher.

Goal: Create a lesson plan to teach climate change.

Result Format: Include objectives, activities, and assessments.

Warnings: Keep it suitable for 14-year-old students.

Context: The class has mixed learning abilities.

External Example

A geography lesson in secondary school.

8. Event Planner

Prompt

Act as a professional event planner.

Goal: Organise a company annual dinner for 200 employees.

Result Format: Provide a checklist and budget estimate.

Warnings: Keep costs below \$15,000.

Context: The event theme is "Future of Work."

External Example

Corporate annual dinner planning.

9. Personal Fitness Coach

Prompt

Act as a certified fitness coach.

Goal: Create a beginner exercise programme.

Result Format: Provide a weekly workout plan.

Warnings: Avoid high-impact exercises.

Context: The individual is 55 years old and overweight.

External Example

Someone beginning their fitness journey.

10. Healthy Meal Planner

Prompt

Act as a nutritionist.

Goal: Create a seven-day meal plan.

Result Format: Include breakfast, lunch, dinner, and calories.

Warnings: Avoid expensive ingredients.

Context: The person wants to lose weight.

External Example

A person following a healthy eating programme.

11. Book Summary Expert

Prompt

Act as a book reviewer.

Goal: Summarise the key lessons from "Atomic Habits".

Result Format: Five key lessons and practical actions.

Warnings: Avoid spoilers.

Context: The reader wants to improve productivity.

External Example

Personal development learning.

12. Negotiation Coach

Prompt

Act as a negotiation expert.

Goal: Help me negotiate a salary increase.

Result Format: Provide talking points and responses to objections.

Warnings: Avoid aggressive tactics.

Context: I have been in the company for five years.

External Example

Employee salary discussion.

13. Public Speaking Coach

Prompt

Act as a public speaking coach.

Goal: Help me prepare a five-minute presentation.

Result Format: Provide a speech structure and tips.

Warnings: Avoid technical jargon.

Context: The audience consists of senior managers.

External Example

Presenting at a management meeting.

14. Data Analyst

Prompt

Act as a data analyst.

Goal: Explain the trends shown in the attached sales report.

Result Format: Provide key insights and recommendations.

Warnings: Avoid technical statistical language.

Context: The audience is non-technical executives.

External Example

Monthly sales review.

15. Customer Service Expert

Prompt

Act as a customer service manager.

Goal: Draft a response to a customer complaint.

Result Format: Write a professional email.

Warnings: Avoid sounding defensive.

Context: The customer received the wrong product.

External Example

E-commerce complaint handling.

16. Entrepreneur Mentor

Prompt

Act as a startup mentor.

Goal: Evaluate my business idea.

Result Format: SWOT analysis and recommendations.

Warnings: Be realistic.

Context: I want to launch an online tutoring platform.

External Example

Startup idea validation.

17. Language Tutor

Prompt

Act as an English tutor.

Goal: Improve my business writing skills.

Result Format: Create a four-week learning plan.

Warnings: Keep explanations simple.

Context: English is my second language.

External Example

Professional communication improvement.

18. Project Manager

Prompt

Act as a PMP-certified project manager.

Goal: Create a project plan to implement a new CRM system.

Result Format: Timeline, milestones, and risks.

Warnings: Keep the project within six months.

Context: The organisation has 100 employees.

External Example

Digital transformation project.

19. Research Assistant

Prompt

Act as a research assistant.

Goal: Compare electric vehicles and hybrid vehicles.

Result Format: Comparison table and recommendations.

Warnings: Use recent information only.

Context: A family is considering buying a new car.

External Example

Consumer buying decision.

20. Creative Story Writer

Prompt

Act as an award-winning novelist.

Goal: Write a short story about friendship and resilience.

Result Format: Three chapters.

Warnings: Keep it suitable for all ages.

Context: The story is for a school competition.

External Example

Creative writing exercise.
