

# CHAT GPT Cheat Sheet

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## Basic Structure of a Prompt:

Act as a [ROLE], create a [TASK],  
show as [FORMAT].

## What is a Prompt?

The text (questions/instructions)  
you provide to Chat GPT

### Act as a [ROLE]

1. Marketing Specialist
2. HR Professional
3. Lawyer
4. Chief Financial Officer
5. Journalist
6. Lifecoach
7. Accountant
8. Project Manager
9. Relationship Coach
10. Recruiter
11. CEO
12. Copywriter

### Create a [TASK]

1. Blog Post
2. Summary
3. Sales Copy
4. Recipe
5. Analysis
6. Product Description
7. Social Media Post
8. Article
9. Interview
10. Video Script
11. Presentation
12. Cover letter
13. Email Sequence
14. Headline
15. SEO Keywords
16. Landing Page

### Show as [FORMAT]

1. Markdown
2. Table
3. List
4. HTML
5. VBA
6. CSV
7. EMOJIS
8. Bullet Points
9. GANNT Chart
10. Bullet points

### Generate New Ideas

make a list of 10 new ideas for  
[INSERT DESIRED PURPOSE, e.g.  
social media post]

### Improve Your Writing

Please review the following text.  
Correct all grammar and spelling  
mistakes. Suggest improvements.  
[TEXT]

### Problem Solving

Give me a step-by-step guide to  
the following problem with clear  
instructions on how to perform  
each step. [PROBLEM]

### SEQUENCED PROMPTING

1. Create an outline for an  
article on the topic of [TOPIC].
2. You are writing a [TYPE OF  
ARTICLE] article about [TOPIC].  
We are going to write it in  
stages. Please write the the  
first part [COPY FROM  
OUTLINE].
3. Now, write the second part  
[COPY OUTLINE PART 2].
4. Now write 3 different buzzstyle  
headlines, I can use.

### Tones

Friendly  
Motivational  
Inspirational  
Authoritative  
Educational  
Thoughtful  
Encouraging  
Serious  
Informal

### How to Learn from Chat GPT?

Explain the following topic as if I would be  
[NUMBER] years old. [TOPIC].

or

I want to learn the following skill [INSERT  
SKILL].

I am a beginner.

Please create a 30-day training program for me,  
so I can master this skill.

### Writing Styles

Technical  
Humorous  
Academic  
Poetic  
Journalistic  
Conversational  
Descriptive  
Persuasive  
Satirical  
Comparative

### Linked Prompting

When working in the same chat, Chat GPT remembers your conversation.  
Which means it links your prompts. This allows you to work on the same topic in the same style and tones.

# Chatgpt Tricks Free Shipping

**Remon Geyser**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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<https://crm.allthingsbusiness.co.uk/files/publication/default.aspx/Irs%20Refund%20Status%20Today.pdf>

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