

The Jonesi Consultancy | Houston, TX

AI LITERACY · EVERYDAY USE HANDOUT

AI PROMPT EXAMPLES BY ROLE



Customizable Example Templates To Use For Daily Tasks

Copy a template, swap in your details, and put it to work today.

1 Customer Service & Support

RESPONDING TO A COMPLAINT

"You are a helpful customer service representative. A customer is upset about a delayed shipment that was supposed to arrive 5 days ago. Write a response that: acknowledges their frustration, explains what happened, offers a solution, and maintains a professional but empathetic tone. Keep it under 150 words."

CREATING FAQ RESPONSES

"I work in customer support for a software company. Create 5 frequently asked questions and answers about password reset procedures. Format each as: Question in bold, followed by a clear 2-3 sentence answer. Use simple language appropriate for non-technical users."

2 Administrative & Office Support

MEETING SUMMARY

"You are an executive assistant. I'm going to paste notes from a 1-hour team meeting. Please: 1) Create a brief summary (3-4 sentences), 2) List action items with owners and due dates, 3) Note any decisions that were made. Format with clear headers."

EMAIL DRAFTING

"Help me write a professional email to our department heads requesting their quarterly budget reports. The deadline is next Friday. Include: a clear subject line, polite request, specific deadline, and what format they should use. Keep the tone professional but friendly."

3 Healthcare & Medical Office

PATIENT INSTRUCTIONS

"You are a medical office assistant. Create patient preparation instructions for a fasting blood test appointment. Include: what fasting means, how long to fast, what they can/cannot consume, what to bring to the appointment, and when they can eat after. Use simple, clear language at an 8th-grade reading level."

APPOINTMENT REMINDER

"Draft a friendly appointment reminder message for patients who have upcoming visits tomorrow. Include: the appointment date/time placeholder, doctor's name placeholder, office address, what to bring, and a note about our 24-hour cancellation policy. Keep it under 100 words."

4 Retail & Sales

PRODUCT DESCRIPTION

"You are a retail copywriter. Write a compelling product description for a new wireless Bluetooth headphone. Highlight: sound quality, battery life (20 hours), noise cancellation, comfort for all-day wear, and the 30-day return policy. Format with bullet points for features and a persuasive closing sentence. Keep it under 150 words."

REVIEW RESPONSE

"A customer left a 2-star review saying our return policy was confusing and they felt rushed by staff. Write a professional response that: apologizes for their experience, clarifies our return policy (45 days with receipt), invites them to contact us directly, and offers a \$10 credit for their next visit. Keep it empathetic but brief."

5 Finance & Accounting

INVOICE VERIFICATION CHECKLIST

"You are an accounts payable specialist. Create a checklist for verifying vendor invoices before processing payment. Include checks for: matching PO numbers, correct quantities, accurate pricing, proper authorization signatures, valid vendor information, and payment terms. Format as a numbered checklist that can be printed and used physically."

EXPENSE REPORT FOLLOW-UP

"Draft a polite email to an employee whose expense report is missing receipts. The missing items are: a \$45 lunch meeting on 11/15 and a \$23 parking receipt from 11/18. Request they submit these within 5 business days. Keep the tone helpful, not accusatory."

6 Field Operations & Industrial

SAFETY BRIEFING

"You are a safety coordinator for an oil and gas company. Create a pre-shift safety briefing template for a routine pump maintenance operation. Include: PPE requirements, potential hazards, emergency procedures, communication protocols, and weather considerations. Format with clear headers and bullet points for easy reading at a toolbox talk."

INCIDENT REPORT SUMMARY

"Help me summarize the key points from an incident report for management review. The incident involved a minor slip on a wet surface with no injuries. I need: incident type, location, root cause, immediate actions taken, and recommended preventive measures. Keep it factual and under 200 words."

SIMPLIFYING COMPLEX INFORMATION

"I need to explain [TOPIC] to someone who has no background in this area. Please rewrite the following in simple terms that anyone can understand. Avoid jargon and use everyday analogies where helpful. [PASTE COMPLEX TEXT]"

PROOFREADING AND EDITING

"Please review the following text for: spelling errors, grammar mistakes, unclear sentences, and inconsistent formatting. Provide the corrected version and briefly note what you changed. [PASTE TEXT]"

CREATING A TO-DO LIST

"I have these tasks to complete this week: [LIST TASKS]. Help me organize them by: 1) Urgency (what must be done today vs. can wait), 2) Time needed (quick tasks vs. longer projects), 3) Dependencies (what needs to happen before something else). Present as a prioritized daily schedule."

LEARNING SOMETHING NEW

"I need to learn about [TOPIC] for my job. I'm a complete beginner. Please explain: 1) What it is in simple terms, 2) Why it matters in a workplace context, 3) Three key concepts I should understand first, 4) One practical example I could try. Keep explanations brief and jargon-free."

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Start with a template, then make it yours.

Swap in your details, your audience, and your constraints.

