

AI PROMPT TIPS

ChatGPT is a generative AI tool that can be used for many of your career/job search needs. Knowing how to write good prompts is the best way to ensure the information you receive will be accurate and useful. Writing effective prompts for ChatGPT involves clarity, context, and specificity. Here are some tips to help you craft productive prompts:

☐ BE CLEAR AND SPECIFIC

☒ "Tell me about history."

☒ "Can you summarize the causes and outcomes of World War II?"

☐ PROVIDE CONTEXT

☒ "What are some good books."

☒ "What are some good science fiction books written in the last decade?"

☐ ASK FOR STRUCTURED RESPONSES

☒ "How do I bake a cake?"

☒ "Can you provide a step-by-step recipe for baking a chocolate cake?"

☐ USE EXAMPLES

☒ "Explain climate change"

☒ "Explain climate change like you would to a high school student."

☐ LIMIT THE SCOPE

☒ "Tell me about photosynthesis and the industrial revolution."

☒ "Tell me about the process of photosynthesis."

☐ BE OPEN TO ITERATION

☒ "What are the best practices for remote work?"

☒ "What are best practices for maintaining productivity while working remotely?"

☐ USE DIRECTIVES

☒ "Describe machine learning."

☒ "Describe machine learning in simple terms."

☐ LEVERAGE FOLLOW-UP QUESTIONS

Start with "What is quantum computing?"

Follow up with "How does quantum computing differ from classical computing?"

☐ INCLUDE CONSTRAINTS

☒ "Explain blockchain technology."

☒ "Explain blockchain technology in 100 words or less."

☐ TEST AND ITERATE

☒ "What are the benefits of meditation?"

☒ "Can you list five health benefits of regular meditation?"

