

# Starter Prompts

Ten ready-to-use prompts organized by role.

## Starter Prompts

Ten prompts organized by role. Each one is structured the same way:

- **For:** who this prompt is for
- **Use case:** what it helps you do
- **The prompt:** copy and paste
- **What good output looks like:** so you know whether it worked
- **Variation tip:** one way to adapt it

Drop these into your AI tool of choice. The major chat tools (Claude, ChatGPT, Gemini, Copilot) will all handle them. For prompts that involve uploading files, use a tool that supports file attachment.

These are starting points, not final versions. The skill is in the conversation, not the prompt. After you run one, give feedback on what you wanted differently, and let the AI iterate with you.

---

### 1. The customer reply rewrite

**For:** anyone who writes customer messages. **Use case:** turning a frustrated draft into a thoughtful reply.

**The prompt:**

I'm writing to a customer who's upset about [SITUATION]. Help me draft a reply that acknowledges the problem honestly, explains what we're actually doing about it, and offers two concrete options for next steps. Keep it short and human, not corporate. Match this tone: [PASTE A PAST REPLY YOU LIKED].

**What good output looks like:** under 150 words, no apologetic boilerplate, names the actual problem, gives the customer a clear next step.

**Variation tip:** for an angry email, ask the AI to also flag any phrases in your draft that might escalate the situation if you leave them in.

---

### 2. The meeting summary with action items

**For:** anyone who runs or attends meetings. **Use case:** turning a transcript or notes into something useful.

### **The prompt:**

Below is a transcript of a [TYPE OF MEETING] with [PARTICIPANTS]. Summarize it in three sections: Decisions made, Action items with owners, and Open questions. For each action item, include the owner and any deadline mentioned. If something was discussed but no decision was reached, put it under Open questions, not under Decisions.

Transcript: [PASTE OR ATTACH]

**What good output looks like:** clean three-section list, action items have names, decisions are decisions (not “we talked about X”).

**Variation tip:** add “highlight anything that contradicts our public roadmap” if you want the AI to surface tensions.

---

### **3. The Excel formula explainer and builder**

**For:** anyone who works in spreadsheets. **Use case:** building or understanding formulas without trial and error.

#### **The prompt:**

I have a spreadsheet with the following columns: [LIST COLUMNS AND WHAT EACH CONTAINS]. I want to [DESCRIBE WHAT YOU WANT TO COMPUTE]. Write the formula, then explain what each part does in one sentence. If there are two reasonable ways to do this, show both and tell me which one is easier to maintain.

**What good output looks like:** formula you can paste in, plain-English breakdown, mention of edge cases (empty cells, zero values, etc.).

**Variation tip:** paste in a small sample of your data and ask the AI to check the formula against it before you use it.

---

### **4. The contract anomaly scan**

**For:** anyone reviewing a vendor or customer agreement. **Use case:** finding unusual terms before legal review.

#### **The prompt:**

I’m reviewing a [TYPE OF CONTRACT] from [PARTY]. Read it and tell me what’s unusual compared to a standard agreement of this type. Specifically look at: termination, liability, IP ownership, data handling, payment terms, and any auto-renewal

language. List anything that's atypical, more aggressive than I'd expect, or missing entirely. Don't tell me whether to sign. Just flag what to discuss with counsel.

Contract: [PASTE OR ATTACH]

**What good output looks like:** a focused list, not a paraphrase of the whole document. Specific clauses called out by section.

**Variation tip:** ask for a "redline-ready" comment per item, phrased the way you'd suggest a change to the other side.

---

## 5. The customer review themes

**For:** product, marketing, support, or operations. **Use case:** turning a wall of customer feedback into themes you can act on.

**The prompt:**

Below are [NUMBER] customer reviews or support messages. Group them into themes, ranked by how often each theme appears. For each theme, give it a short name, a one-sentence description, the rough count of reviews that fit it, and two representative quotes. At the end, tell me which theme is most actionable in the next 90 days, and why.

Reviews: [PASTE OR ATTACH]

**What good output looks like:** five to eight themes, not twenty. Quotes are real (or close to real). Final recommendation is specific.

**Variation tip:** ask the AI to also flag any review that mentions a competitor by name, and what they said about them.

---

## 6. The product description audit

**For:** catalog, content, or e-commerce teams. **Use case:** finding weak or inconsistent product descriptions in a catalog.

**The prompt:**

Below is a list of product descriptions for [PRODUCT CATEGORY]. For each one, score it from 1 to 5 on: clarity (does a buyer understand what this is?), specificity (does it use real attributes, not vague adjectives?), and completeness (does it answer the obvious buyer questions?). Then list the bottom 20% by overall score and explain in one sentence what's wrong with each.

Descriptions: [PASTE OR ATTACH]

**What good output looks like:** a scored table, then a focused list of the weakest ones with specific feedback per item.

**Variation tip:** for aftermarket catalog work, add a fourth score for fitment completeness and ask it to flag descriptions that don't mention compatibility at all.

---

## 7. The first-draft proposal outline

**For:** sales, business development, account management. **Use case:** starting a proposal from blank-page.

### The prompt:

I need to write a proposal for [CLIENT] about [PROJECT]. Here's what I know so far: [BACKGROUND, GOALS, CONSTRAINTS, BUDGET RANGE IF APPLICABLE]. Draft an outline with these sections: situation, what we propose, what success looks like, what we need from them, timeline, investment. Don't write the proposal yet. Give me the outline with three to five bullets per section, and flag any section where you don't have enough information from me to make it specific.

**What good output looks like:** outline, not prose. Honest flags where the AI is guessing. Clear "what success looks like" section.

**Variation tip:** after the outline is right, ask the AI to write each section one at a time, with you giving feedback between sections.

---

## 8. The expense anomaly scan

**For:** finance, operations, or anyone managing a budget. **Use case:** spotting odd spending in a quarter or month.

### The prompt:

Below is a list of expenses for [PERIOD], with date, vendor, amount, category, and description. Look for anything unusual: amounts that are much higher than typical for that vendor or category, vendors that only appear once, categories that grew significantly versus the prior period, or descriptions that don't match the category. List the top 10 anomalies, each with a short explanation of why it stood out.

Expenses: [PASTE OR ATTACH]

**What good output looks like:** real anomalies, not “every expense over \$X.” Each item has a “because” that’s specific.

**Variation tip:** ask for a separate list of “expenses that look correct but I’d verify anyway” if you want a softer second pass.

---

## 9. The internal training brief

**For:** anyone running internal training or onboarding. **Use case:** turning a topic into a learning plan.

**The prompt:**

Help me design a one-hour internal training session on [TOPIC] for [AUDIENCE]. The audience knows [WHAT THEY ALREADY KNOW] and the goal is for them to walk out able to [SPECIFIC OUTCOME]. Give me: a session outline with timing for each part, three practical exercises they could do during the session, two takeaway resources I should share, and three questions I should ask at the end to check whether they actually got it.

**What good output looks like:** a real agenda with minutes per section. Exercises that are doable in the room. Check-questions that probe understanding, not recall.

**Variation tip:** ask for a “what NOT to cover in this session” list to keep scope tight.

---

## 10. The decision memo

**For:** anyone framing a decision for a manager, team, or board. **Use case:** turning a tangle of context into a clean decision document.

**The prompt:**

Help me write a one-page decision memo on [DECISION]. Here’s the context: [BACKGROUND]. Here are the options I’m considering: [LIST]. Here’s what I’m leaning toward: [YOUR LEAN, OR “UNDECIDED”]. Structure the memo as: the decision in one sentence, the context in three bullets, the options with the strongest argument for each, the recommendation with reasoning, and what we’d need to act. Keep it under 400 words.

**What good output looks like:** under 400 words, clear recommendation, each option gets a fair argument before you reject it.

**Variation tip:** after the first draft, ask the AI to “argue against the recommendation as if you disagreed with it” and revise the memo based on what survives.

---

## A few habits that make the prompts work better

- **Talk to it.** These are starting points, not finished prompts. After the first response, tell the AI what you wanted differently and let it iterate.
- **Constrain the data.** If accuracy matters, hand the AI the source material rather than asking it to remember facts.
- **Cite or constrain.** For anything you'll act on, either ask for citations or give it the source data to draw from.
- **Never paste anything you wouldn't put on a billboard.** Especially in prompts that involve customer data, contracts, or financials, use an enterprise-tier tool with a written zero-retention agreement.

---

*Practical AI Starter Kit — RyexDev — May 2026 — ryexdev.com*