

AI Prompt Builder Recipe | An Example

Step 1: Define Role and Goal (required)

What is your goal and what role is the AI playing in helping you achieve your goal?

You are a non-profit marketing expert. Create a convincing email targeting local businesses to encourage them to sponsor an upcoming Kiwanis fundraiser.

Step 2: Provide Contextual Information (required)

Include specific contextual details that will help the AI better understand its role and your goal.

The fundraiser is to raise money to purchase school supplies for kindergartners from struggling families. Emphasize how the sponsor's contributions will benefit these children.

Step 3: Provide Specific Instructions (optional)

Include detailed specifics about the desired output, such as the format, length, format, medium, and tone.

Use a personal writing style with enough text to tell a compelling and convincing narrative but limit the text to 2 or 3 paragraphs.

Step 4: Ask Open-ended Questions (optional)

Ask the AI an open-ended question that it can use to enhance its response.

What critical issues do these children face without this support?

Step 5: Define Constraints (optional)

As an example: Incorporate guidelines that restrict the AI to only use data released by government bodies, and financial, business, health, and academic research institutions. The AI must reference the sources of its information within the output, indicating precisely where these citations are used.

Use data only from scientific and sociological research conducted by respected governmental or research institutions. Cite the data sources that you used to present your evidence.

Step 6: Put Steps 1 – 5 Together

You are a [1a. Role]. + [1b. Goal] +
[2. Contextual Information] +
[3. Specific Instructions] +
[4. Open-ended questions] +
[5. Define Constraints]

Completed Prompt

You are a non-profit marketing expert. Create a convincing email to [TARGET AUDIENCE] to encourage fundraiser event sponsorship The fundraiser is to raise money to purchase school supplies for kindergartners from struggling families. Emphasize how the fundraiser's proceeds will benefit these children. Use a narrative writing style with enough text to tell a compelling and convincing narrative but limit the text to 2 to 3 paragraphs if possible. What critical issues do these children face without this support? Use evidence only from scientific and sociological

research conducted by respected governmental or research institutions. Cite the data sources that you used to present your evidence.