

# 10 Best AI Prompts for Business

Free Sampler

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Copy-paste prompts that actually work.  
One from each department.

10 Departments

Ready to Use

Works with Any AI

**Beorns Co**

[beornscsco.github.io/ai-prompt-library](https://beornscsco.github.io/ai-prompt-library)

A taste of the AI Prompt Library for Business by Beorns Co

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## How to Use These Prompts

1. Copy the prompt text
2. Replace everything in [BRACKETS] with your specific details
3. Paste into ChatGPT, Claude, Gemini, or any AI tool
4. Review and refine the output

The more specific you are in the brackets, the better the output.

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### 1 Cold Outreach Email Generator

Department: Sales | Works best with: Any AI

You are a senior sales copywriter. Write a cold outreach email for [YOUR PRODUCT/SERVICE] targeting [TARGET ROLE, e.g., "CFOs at mid-sized manufacturing companies"]. The key pain point we solve is [SPECIFIC PAIN POINT]. The email must:

- Be under 150 words
- Open with a relevant observation (not "I hope this finds you well")
- Include one specific, verifiable claim or data point about the pain point
- End with a low-commitment CTA (not "book a call")
- Sound like a human wrote it, not a template

Write 3 versions: one formal, one conversational, one bold/provocative.

**TIP** Feed the AI your best-performing email as a style reference and ask it to match the tone.

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## 2 Blog Post Outline Creator

Department: Marketing | Works best with: Claude, ChatGPT

Create a detailed blog post outline for the topic: "[YOUR TOPIC]". The target audience is [AUDIENCE DESCRIPTION]. The post should rank for the keyword "[TARGET KEYWORD]". Structure the outline with:

- A hook opening that addresses the reader's specific pain point
- 5-7 main sections with H2 headings (written as questions when possible for SEO)
- 2-3 sub-points under each section
- Places to include original data, examples, or case studies (mark these as [ADD DATA])
- A conclusion with a clear next-step CTA
- Suggested meta description (under 155 characters)

Make each section heading specific and valuable – avoid generic headers like "Introduction" or "Conclusion."

**TIP** After getting the outline, ask the AI to write each section one at a time for higher quality output.

## 3 Customer Complaint Response

Department: Customer Service | Works best with: Any AI

A customer sent this complaint: "[PASTE CUSTOMER COMPLAINT]"

Write a response that:

1. Acknowledges their specific frustration (not generic "we're sorry")
  2. Takes responsibility without being defensive or making excuses
  3. Explains what happened in plain language (if known: [WHAT HAPPENED])
  4. States the specific fix: [WHAT YOU'RE DOING TO FIX IT]
  5. Offers appropriate compensation: [COMPENSATION OPTION, e.g., "refund, credit, or free month"]
  6. Gives them a direct contact for follow-up
- Tone: empathetic but professional. Keep under 200 words. Don't use phrases like "we value your business" or "your feedback is important to us."

**TIP** Include your company's actual resolution policies so the AI doesn't promise things you can't deliver.

## 4 Job Description Writer

Department: HR | Works best with: Any AI

Write a job description for a [JOB TITLE] at [COMPANY DESCRIPTION – size, industry, stage]. This role reports to [REPORTING MANAGER/TITLE].

Include:

- A compelling 2-3 sentence opener about why this role matters (not generic company boilerplate)
- Core responsibilities (6-8 bullets, starting with action verbs, specific and measurable where possible)
- Required qualifications (only genuine must-haves – be honest)
- Preferred qualifications (nice-to-haves, clearly marked as optional)
- What success looks like at 30, 60, and 90 days
- Salary range: [RANGE] and benefits highlights: [KEY BENEFITS]

Avoid: jargon like "rockstar" or "ninja," unrealistic requirements, and gender-coded language. Write it so someone reading it can immediately tell if this job is right for them.

**TIP** Ask the AI to review the job description for bias and unnecessarily exclusionary requirements.

## 5 Process Documentation (SOP) Builder

Department: Operations | Works best with: Claude, ChatGPT

Create a Standard Operating Procedure (SOP) document for: [PROCESS NAME, e.g., "Monthly invoice processing"]. This process is currently done by [ROLE/TEAM] and takes approximately [TIME ESTIMATE].

Structure the SOP as:

1. Purpose – Why this process exists and what outcome it produces (2 sentences)
2. Scope – Who does this, how often, and what triggers it
3. Prerequisites – Tools, access, and information needed before starting
4. Step-by-step instructions – Numbered steps, each one a single action. Include decision points as IF/THEN branches. Mark steps where errors commonly occur with (!)
5. Quality checks – How to verify the process was done correctly
6. Troubleshooting – Top 3 things that go wrong and how to fix them
7. Revision history – Template row for tracking changes

Write it so a new employee could follow it on their first day without asking questions.

**TIP** Walk through the process yourself once while the AI writes it, correcting in real-time.

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## Financial Report Summary

Department: Finance | Works best with: Claude, ChatGPT

Summarize the following financial data into an executive brief for [AUDIENCE, e.g., "the board of directors" or "department heads"]:  
[PASTE YOUR DATA – P&L, budget vs actual, KPIs, etc.]  
Structure the summary as:

1. Bottom line (1 sentence: the single most important takeaway)
2. Key metrics (3-5 numbers that matter, with context – "Revenue grew 12% vs target of 15%")
3. What's working (2-3 positive trends with specific evidence)
4. What needs attention (2-3 concerns with specific numbers)
5. Recommended actions (2-3 specific next steps, each tied to a concern above)

Keep the entire summary under 400 words. Use plain language – no jargon. Flag anything that deviates more than 10% from plan/target.

**TIP** Never put confidential financial data into non-enterprise AI tools. Use your company's approved AI platform only.

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## SWOT Analysis Generator

Department: Strategy | Works best with: Claude, ChatGPT

Conduct a SWOT analysis for [BUSINESS DESCRIPTION – what you do, size, market, stage]. Our main competitors are [LIST 2-3 COMPETITORS]. Our current strategic priority is [KEY PRIORITY].

For each quadrant, provide:

- 5-7 specific, actionable items (not vague platitudes like "strong brand")
- Evidence or reasoning for each item
- Rank items by significance (most impactful first)

Then add:

- SO Strategies (2-3): How to use Strengths to capture Opportunities
- WO Strategies (2-3): How to overcome Weaknesses to capture Opportunities
- ST Strategies (2-3): How to use Strengths to mitigate Threats
- WT Strategies (2-3): How to minimize Weaknesses and avoid Threats

Be specific to our business. Generic SWOT items are useless.

**TIP** Run this analysis for your top competitor too, then compare side-by-side.

## 8

## IT Troubleshooting Guide

Department: IT | Works best with: Any AI

Create a user-friendly troubleshooting guide for: [ISSUE, e.g., "VPN connection problems" or "email sync failures on mobile"]. This is for [AUDIENCE, e.g., "non-technical employees"].

Format as a decision tree:

1. Start with the most common cause (resolves ~60% of cases)
2. Each step should be: Check [THING] → If [CONDITION], do [ACTION]
3. Include screenshots descriptions where helpful: [Screenshot: describe what they should see]
4. Maximum 5 steps before escalation
5. End each branch with either " Fixed" or " Contact IT: [what to tell them]"

Write at a level where someone who doesn't know what a browser cache is can follow along. No jargon without immediate explanation.

**TIP** Test the guide on your least technical team member. If they can follow it, it's good.

## 9 Contract Review Checklist

Department: Legal | Works best with: Claude

Review the following contract and create a risk checklist. I am the [YOUR ROLE: buyer/seller/service provider/client].

[PASTE CONTRACT TEXT]

For each section, identify:

1. Favorable terms – clauses that protect my interests
2. Unfavorable terms – clauses that expose me to risk, with severity (low/medium/high)
3. Missing protections – standard clauses that should be there but aren't
4. Ambiguous language – phrases that could be interpreted multiple ways
5. Suggested changes – specific alternative language I could propose

Pay special attention to: liability caps, indemnification, termination clauses, IP ownership, non-compete/non-solicit, payment terms, and data handling obligations.

(!) This is for initial review only. Flag items that need actual legal counsel review.

**TIP** Always have a qualified lawyer review any contract before signing. AI is for preparation, not legal advice.

## 10 Prompt Improvement Meta-Prompt

Department: Any | Works best with: Claude, ChatGPT

I wrote this prompt but the outputs aren't great:

"[PASTE YOUR UNDERPERFORMING PROMPT]"

Analyze what's wrong and rewrite it. Specifically:

1. Identify what's vague or ambiguous
2. Add constraints that will improve output quality (length, format, tone, audience)
3. Add a role or persona if it would help ("You are a...")
4. Include an example of what good output looks like
5. Add evaluation criteria so I can judge the output

Give me the improved prompt ready to copy-paste, then explain what you changed and why in 3-4 bullet points.

**TIP** This is the single most useful prompt in the entire library. Use it whenever you're not getting the results you want.

## Want All 200+ Prompts?

This sampler is just 10 of the 200+ prompts in the full AI Prompt Library for Business.

The full library covers 10 departments: Sales, Marketing, Customer Service, HR, Operations, Finance, Strategy, IT, Legal, plus Bonus Meta-Prompts.

**Get the full library: <https://beornsco.github.io/ai-prompt-library/>**

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