Nodo.Latino

FREE RESOURCE FROM MAESTRO BY NODO LATINO

The Prompt Library

30 ready-to-use AI prompts for work, your job search, your business and your family

nodolatino.org

How to use it

1. Copy a prompt into any AI assistant: ChatGPT, Claude, Gemini or Copilot.
2. Replace everything in [brackets] with your own details.
3. Read the answer, then steer it: "shorter", "warmer", "use simpler words".
4. Never paste private information: ID numbers, passwords, bank or medical details.

The formula behind every prompt: Role · Task · Context · Format

Everyday writing

01 Reply to an email

Write a reply to this email. Tone: [polite / firm / friendly]. Main point: [what I want to say]. Keep it under [100] words.
Email: [paste]

02 Fix my writing, keep my voice

Fix the grammar and spelling in this text, but keep my voice and meaning. Then list the 3 most important changes you made.
Text: [paste]

03 A hard message

Help me write a message to [person] about [situation]. I feel nervous about it. Make it clear and respectful, not aggressive and not too apologetic. Give me 2 versions.

04 Summarize anything

Summarize this in 5 bullet points. Then list any deadlines, amounts or things I need to do.
Text: [paste]

05 Practice a conversation

Pretend to be [my manager / my landlord / a customer]. I need to [ask for a raise / report a problem / handle a complaint]. Reply like they would, one message at a time. At the end, give me feedback.

Job search

06 Duties into achievements

Act as a professional resume writer. Turn these job notes into 3–4 resume bullet points. Start each with a strong action verb, include numbers I gave you, and don't invent anything.
Job: [title, company, dates]
Notes: [paste]

07 Tailor my resume to a job

Here is a job description: [paste]. Here is my resume: [paste].
1. List the 10 most important keywords in the job.
2. Tell me which are missing from my resume.
3. Suggest edits that include the ones I truly have.

08 Cover letter

Write a cover letter for this job: [paste]. About me: [3–4 sentences]. Under 250 words, warm but professional. Don't use "I am writing to apply."

09 LinkedIn headline

Write 5 LinkedIn headline options for me. I'm a [current role] moving into [target role]. Strengths: [2–3 skills]. I speak English and Spanish. Under 200 characters each, using words recruiters search for.

10 Mock interview

You are interviewing me for a [job] role. Ask 6 questions, one at a time, and wait for my answer: 2 about my background, 2 "Tell me about a time…", 2 about job skills. Then give feedback and improve my weakest answer.

11 STAR story

Help me turn this story into a STAR answer (Situation, Task, Action, Result) I can say in under 90 seconds: [your story]

Work and office

12 Notes into action items

Turn these meeting notes into: 1) a 3-line summary, 2) a list of decisions, 3) action items with who and when.
Notes: [paste]

13 Spreadsheet formula

In [Google Sheets / Excel], column [A] has [what] and column [B] has [what]. Give me a formula that [what you want]. Explain how it works in one sentence.

14 Explain this to me

Explain [this formula / this term / this process] to me in simple words, with one everyday example: [paste]

15 Step-by-step checklist

Write a one-page checklist for [task] for [who will use it]. Use short steps. Here is how we do it now: [list]

16 Make a plan

I want to [goal] in [time]. I can spend [hours] per week. Make a week-by-week plan with small, specific steps.

Small business

17 Your business profile (save it!)

MY BUSINESS: [name], a [type] in [city]. CUSTOMERS: [who, languages]. WHAT MAKES US DIFFERENT: [2–3 things]. OUR VOICE: [friendly / elegant / funny]. PRICES: [range]. HOURS: [hours]. CONTACT: [how people order].
(Paste this before any business prompt.)

18 A week of bilingual posts

[business profile] Write 5 Instagram captions for this week: 1 product, 1 behind the scenes, 1 customer thank-you, 1 promotion, 1 question. Under 60 words each, 3–5 hashtags, in English and Spanish.

19 Product description

[business profile] Write a short, mouth-watering description of [product] for our [menu / website / Marketplace listing]. Include [details]. Under 50 words.

20 Reply to a review

Write a kind, professional reply to this [2-star] review. Thank them, apologize for [problem] without excuses, and invite them back.
Review: [paste]

21 WhatsApp quick replies

Write short, friendly answers to these questions customers always ask, in English and Spanish, for my WhatsApp quick replies: [list questions]

22 Check the numbers

I sell [product] at $[price]. Each one costs me $[cost], and I pay $[fixed costs] per [week/month]. How many do I need to sell to make $[goal]? Show every step of the math.

Learning and family

23 Be my tutor

Be my tutor for [topic]. Explain it step by step with one example, then give me a similar problem to try myself. Don't give me the answer until I try.

24 Explain a letter

Explain this letter in simple [Spanish / English]. What is it about, what do I need to do, and by when? What should I ask a professional?
Letter: [paste, without ID or account numbers]

25 Adapt, don't just translate

Adapt this text for [audience, e.g. Mexican-American parents in Texas]. Don't translate word for word. Keep the meaning and make it sound natural and warm.
Text: [paste]

26 Pronunciation coach

I want to practice my [English / Spanish] pronunciation for [situation]. I'll say a sentence; tell me which words to practice and how to say them.

Stay safe

27 Is this a scam?

I received this message. What are the warning signs that it might be a scam? What should I do next?
Message: [paste, with your personal info removed]

28 Check your sources

Where does this information come from? Give me sources I can check, and tell me how confident you are. If you're not sure, say so.

29 What's missing?

What might be wrong or missing in your last answer? What would an expert in [field] add?

30 Compare options

Compare [option A] and [option B] for my situation: [details]. Make a table with pros, cons and costs. Then recommend one and explain why.

Maestro by Nodo Latino

Want to go further? Start with AI teaches you to use these tools with confidence, in 6 modules.
nodolatino.org/en/academy/ai-start/