

Job Aid: How to Use ChatGPT (One-Page Guide for Beginners)

What is ChatGPT?

ChatGPT is an AI assistant that can answer questions, brainstorm ideas, write content, explain concepts, and help you get things done-all through simple typed or spoken prompts.

Getting Started

1. Install the App or Visit the Site:

- App: ChatGPT (iOS/Android)
- Web: chat.openai.com

2. Sign In or Create an Account

- Use Google, Apple ID, or email.

3. Start Typing or Speaking Your Prompt

- Example: "Give me 3 healthy dinner ideas."

15 Simple Prompts to Try

1. Summarize this article: [paste text]
2. What's a good birthday message for a coworker?
3. Make a grocery list for a week of vegetarian dinners.
4. Explain blockchain in simple terms.
5. Help me write a polite customer email.
6. Suggest 5 date night ideas in my town.
7. Create a 5-day workout plan for beginners.
8. What should I pack for a week in Italy?
9. Turn this paragraph into a poem.
10. Remind me what to ask during a job interview.
11. Plan a one-day trip to Philadelphia.

12. Draft a thank-you note for a teacher.
13. Generate 10 creative Instagram captions.
14. Explain how credit scores work.
15. Help me write a short cover letter.

Tips for Best Results

- Be specific: "Give me 3 tips for budgeting" > "Help with money"
- Refine: Ask follow-up questions like "Make that shorter" or "Explain further"
- Use voice: On mobile, you can speak instead of typing
- Try different tones: "Make it funny" or "Write like a professional"
- Use context: Add details like age, location, goals, or interests
- Set the format: Ask for lists, summaries, checklists, or tables

Popular Use Cases

- Daily planning & reminders
- Writing & editing emails
- Learning new topics quickly
- Brainstorming social media posts
- Travel planning
- Homework help
- Writing resumes & cover letters
- Creating lesson plans or study guides
- Shopping comparison & gift ideas
- Practicing interview questions

Need Help?

- Visit help.openai.com for FAQs and tutorials.
- Use the "Regenerate" button if you don't like the answer.

Reminder

ChatGPT is a helpful assistant, but always verify facts and use your judgment for important decisions.