

ChatGPT for Government 101

Resource guide + example prompts

Use this guide to follow along with the ChatGPT for Government 101 webcast. Please note that some prompts require a file upload – links are provided below as appropriate.

Other resources to bookmark

[OpenAI Help Center](#): Technical documentation for how ChatGPT works

[OpenAI Government Community](#): A space for public servants at all levels of U.S. government to connect, share ideas, and learn how to apply AI in their work

Learn with ChatGPT (8:58 - 10:50)

I work in a government agency that provides public services. I need to prepare a plain-language guide for the public, many of whom may have limited technical background. Please explain the benefits of a new assistance program in simple terms, using 5 short bullet points suitable for a public-facing handout.

Read files (10:51 - 13:15)

I work in a federal oversight office preparing a briefing for senior leadership. Can you please summarize this GAO report on AI use and management into a two-paragraph executive summary that highlights key findings and recommendations for a non-technical audience.

[Link to GAO report](#)

Speak with ChatGPT (13:16 - 15:35)

[Spoken] Hi Chat, I lead an emergency management organization and am preparing remarks for a public forum on how we've been improving response services. Can you help me brainstorm two opening sentences to kick off the session?

[Spoken] That's great. Can you please translate that to Spanish?

Search the web (22:20 - 25:02)

I'm briefing state and local leadership on cybersecurity issues. Find today's headlines on cybersecurity topics affecting government operations and summarize them in 5 short bullet points with source links

Write content and collaborate with Canvas (25:03 - 28:20)

Can you help me write a short story about learning how to write and collaborate with Canvas? Please make it 2-3 paragraphs long, tailored for a high-school and college-educated audience, and be sure to highlight the exciting features in Canvas.