

The 1-Page Structured AI Prompt Framework

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SIDE 1 Framework Reference

The quality of your AI output is determined by the quality of your prompt. This 7-part framework turns vague requests into expert-level results—every time.

R

ROLE

T

TASK

C

CONTEXT

F

FORMAT

A

AUDIENCE

T

TONE

G

GOAL

1 ROLE — Who is the AI?

Assign the AI a professional persona. This frames ALL responses through an expert lens.

e.g. "Act as a senior IT career coach with ACS experience..."

2 TASK — What should it do?

The core instruction. Start with a strong action verb. Vague task = vague result.

e.g. "Create a 12-month career roadmap with milestones..."

3 CONTEXT — What's the background?

The 'why' behind the task. Your situation, goals, and constraints. More context = better output.

e.g. "I'm a Year 12 student in Townsville interested in cybersecurity..."

4 FORMAT — How should it look?

Specify structure, length, and layout so the output is immediately usable.

e.g. "A 4-section numbered plan with sub-points..."

5 AUDIENCE — Who will read it?

Define your reader. The AI calibrates vocabulary, depth, and examples to match them.

e.g. "A Year 12 student with basic Python skills and no work experience..."

6 TONE — How should it sound?

Set the voice. Prevents the AI defaulting to its generic 'assistant' style.

e.g. "Encouraging and direct—like a mentor who gives real advice..."

7 GOAL / CONSTRAINT — What must it achieve or avoid?

Defines the desired outcome OR sets a clear limit. This is your quality control lever.

GOAL: "The goal is to give me one clear roadmap I can start this week." **CONSTRAINT:** "Do not exceed 400 words. Do not recommend paid tools."

► YOUR STRUCTURED PROMPT — Fill in each field, then paste into any AI tool

1. ROLE	
2. TASK	
3. CONTEXT	
4. FORMAT	
5. AUDIENCE	
6. TONE	
7. GOAL / CONSTRAINT	

X BEFORE — Vague Prompt

“Help me get an IT job.”

Result:

- Generic, unusable advice
- No context = no relevance
- Could apply to anyone, anywhere
- Requires endless follow-up questions

✓ AFTER — Structured Prompt

Result:

- Personalised to YOU: your location, school, skills
- Structured output you can act on immediately
- Calibrated to your level and goals
- Saves hours of trial-and-error prompting

► WORKED EXAMPLE — IT Career Roadmap Prompt for a Year 12 Student

1. ROLE	Act as an expert IT career coach and ACS (Australian Computer Society) mentor with 20 years of experience guiding students into technology careers in regional Queensland.
2. TASK	Create a personalised 12-month IT career action plan with specific milestones, certifications, and networking steps I can start immediately.
3. CONTEXT	I am a Year 12 student at Ryan Catholic College in Townsville, QLD. I am interested in cybersecurity and cloud computing. I have completed a Certificate III in IT and know Python basics. I plan to study a Bachelor of IT at James Cook University in 2027.
4. FORMAT	A 4-section numbered plan: (1) Skills to develop now, (2) Certifications to target, (3) LinkedIn actions, (4) Work experience steps. Include at least 3 free or low-cost resources per section.
5. AUDIENCE	A motivated 17-year-old student with foundational IT knowledge, no formal work experience, and high ambitions in tech. Explain industry terms simply.
6. TONE	Encouraging, direct, and practical—like a mentor who believes in me and gives a clear roadmap, not vague advice.
7. GOAL	The goal is to give me one clear, actionable roadmap I can start this week. Prioritise actions that build both technical skills and professional visibility (LinkedIn + ACS student membership).

► SAMPLE AI OUTPUT (excerpt)

Section 1 — Skills to Develop Now:

1. **CompTIA IT Fundamentals+ (ITF+)** — free practice via Professor Messer ([professormesser.com](https://www.professormesser.com))
2. **Google Cybersecurity Certificate** — free on Coursera with financial aid ([coursera.org](https://www.coursera.org))
3. **AWS Cloud Practitioner Essentials** — free on AWS Skill Builder (skillbuilder.aws)

... [Full roadmap continues across 4 sections with 20+ specific actions]

► YOUR NEXT 3 STEPS

1. **Use this framework right now** — open any AI tool and type your structured prompt
2. **Download the full prompt pack** — 3 prompts: PVP, Career Roadmap + LinkedIn
3. **Join ACS Student Membership** — free for students, builds your professional network

► KEY RESOURCES

Event Resources + Prompt Downloads:

expertaiprompts.info/acs/

1,500 IT Career Roles: itjobsformula.com

ACS Professional Standards: acs.org.au

SFIA Skills Framework: sfia.org.uk

ACS Student Membership: acs.org.au/membership