

**PROMPT WO-022**

Create an Executive Summary

Purpose

Use this prompt to create a concise, professional executive summary from a report, proposal, business case, project update, or strategy document. It highlights the most important information, enabling senior leaders to understand the key points quickly without reading the full document.

DIFFICULTY
 **Beginner**

TIME SAVED
 **15–25 min**

BEST FOR
Business Writing



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Business Consultant.

Create a professional executive summary using the information below.

Document Title:
[Insert title]

Document Type:
[Report, Proposal, Business Case, Strategy, etc.]

Purpose:
[Explain the purpose of the document]

Audience:
[Who will read the summary?]

Background:



[Provide relevant context]

Key Findings:

[List the most important findings]

Recommendations:

[List recommendations]

Expected Benefits:

[List the expected outcomes]

Tone:

Professional, concise and suitable for senior executives.

Please:

- Write a concise executive summary.
- Explain the purpose of the document.
- Highlight the key findings.
- Summarise the main recommendations.
- Explain the expected benefits or outcomes.
- Keep the summary to approximately one page.
- Use clear business language throughout.

Return only the completed executive summary.

Example

INPUT

Document Title: Customer Service Improvement Report

Document Type: Business Report

Purpose: Review customer service performance and recommend improvements.

Audience: Executive Leadership Team

Key Findings:

- Customer satisfaction increased by 9%.
- Average response times reduced by 18%.
- AI automation could reduce administration time.

Recommendations:

- Expand AI-assisted customer support.
- Continue staff coaching.
- Review resource planning.



EXPECTED OUTPUT

Executive Summary

The purpose of this report is to evaluate customer service performance and identify opportunities for continued improvement.

Overall performance has improved significantly during the reporting period, with higher customer satisfaction, faster response times, and improved complaint resolution.

The report recommends expanding AI-assisted customer support, continuing employee coaching programmes, and reviewing staffing requirements ahead of peak demand.

Implementing these recommendations is expected to improve efficiency, maintain high customer satisfaction levels, and support future business growth while reducing administrative workload.

 **Builder's Tip:** *Senior leaders often read the executive summary before deciding whether to read the full document. Make every sentence count by focusing on the most important findings, recommendations, and outcomes.*

Related Prompts

- WO-021 – Write a Professional Business Report
- WO-023 – Write a Standard Operating Procedure (SOP)
- WO-029 – Write a Business Case
- WO-030 – Create a Professional Proposal

Tags

EXEC
SUMMARY

BUSINESS
WRITING

REPORTS

LEADERSHIP

PRODUCTIVITY