PART 2 OF 5 / PROFILE

One paragraph to guide your AI replies

Where to add your preferences in Claude, ChatGPT and Gemini, with a template to adapt.

A REUSABLE PROFILE

Tell the tool your role, audience and preferred writing style.

Keep it short enough to review. Add only details you are comfortable sharing.

These preferences guide replies. Project instructions and other settings can take precedence.

UMER NAWAZ

01 / WHERE IT LIVES

Personalisation settings

Tool	Path	Notes
Claude	Settings > Your Claude > Instructions	Older layout: Settings > Account > Instructions for Claude.
ChatGPT	Settings > Personalization > Enable customization > Custom instructions	Mobile: Settings > Customize ChatGPT. Free and Go: 1,500 characters. Plus, Pro, Business, Enterprise and Education: 5,000.
Gemini	Settings & help > Personal context > Add	Or gemini.google.com/saved-info. Signed in, age 18 or over.

Use the same core profile in each tool and adapt it to the available settings. Update it when your role or audience changes.

02 / YOUR PARAGRAPH

Your profile template

I am a [role] working in [industry]. My work is read by [audience].

Tone: [direct / warm / formal]. Use short sentences and plain English. Prefer bullet points to long paragraphs.

Lead with the answer, then the reasoning. Give options with trade-offs. Flag uncertainty.

Do not use em dashes.

Do not use a comma before "and" in a simple list.

Do not write an essay when a short answer will do.

Do not invent numbers, quotes or sources.

Formats I use most: [email, WhatsApp, LinkedIn, slides]. Make the output ready to use in those formats.

Add my other preferences: [your rules].

REVIEW: Fill the brackets and remove unused lines. Ask a familiar question again. If the reply still misses the mark, make the profile more specific.

REFERENCES / CHECKED 25 OCTOBER 2026

Claude personalisation
ChatGPT custom instructions
Gemini personal context
ChatGPT projects