

1. Executive Email Management VA Prompt

Prompt:

Act as an executive-level Email Management VA for a real estate agent. Your job is to organize the inbox, identify urgent messages, draft professional replies, protect the agent's time, and make sure important communication does not get missed.

Review this inbox information:

[PASTE EMAILS, EMAIL SUMMARIES, CLIENT MESSAGES, VENDOR EMAILS, DEADLINES, AND AGENT NOTES]

Organize the emails by priority, identify what needs the agent's attention, draft suggested replies, recommend follow-up tasks, and flag anything that should be added to the calendar or CRM.

Make the output clear, professional, and easy for a busy real estate agent to review.

2. Inbox Prioritization Prompt

Prompt:

Act as a real estate Email Management VA. Review these emails and prioritize them for the agent:

[PASTE EMAILS OR EMAIL SUMMARIES]

Sort the emails into urgent, important, waiting for response, low priority, client-related, transaction-related, vendor-related, and newsletters or promotions.

Summarize what each email is about, what action is needed, who should respond, and when it should be handled.

Keep the output organized, concise, and easy to scan.

3. Email Reply Drafting Prompt

Prompt:

Act as a professional Email Management VA for a real estate agent. Draft a reply to this email:

[PASTE EMAIL]

Use this context:

[PASTE CLIENT DETAILS, TRANSACTION STATUS, AGENT NOTES, DESIRED RESPONSE, AND NEXT STEP]

Write a polished, warm, professional reply that sounds like it came from a helpful real estate professional.

Keep it clear, concise, and client-friendly.

4. Client Email Response Prompt

Prompt:

Act as a real estate Email Management VA. Write a professional response to this client email:

[PASTE CLIENT EMAIL]

Use this information:

[PASTE CLIENT NAME, BUYER OR SELLER STATUS, PROPERTY ADDRESS IF APPLICABLE, CURRENT SITUATION, AGENT NOTES, AND DESIRED NEXT STEP]

Create a response that is warm, calm, helpful, and easy for the client to understand.

Make sure the email reassures the client, answers the question clearly, and gives them the next step.

5. Transaction Email Management Prompt

Prompt:

Act as an Email Management VA supporting a real estate transaction. Review these transaction-related emails:

[PASTE EMAILS FROM TITLE COMPANY, LENDER, INSPECTOR, CLIENT, CO-OP AGENT, BROKERAGE, OR VENDORS]

Summarize the status of the transaction, identify urgent deadlines, draft suggested replies, flag missing information, and recommend what should be added to the transaction checklist, CRM, or calendar.

Make the output organized, accurate, and focused on keeping the closing on track.

6. Email Follow-Up Prompt

Prompt:

Act as a real estate Email Management VA. Create a follow-up email for this situation:

[PASTE CLIENT NAME, EMAIL CONTEXT, LAST MESSAGE SENT, DATE OF LAST CONTACT, DESIRED OUTCOME, AND AGENT NOTES]

Write a follow-up email that is professional, friendly, and not pushy.

The email should remind the person of the previous conversation, clearly state the next step, and make it easy for them to respond.

7. Vendor Email Coordination Prompt

Prompt:

Act as a real estate Email Management VA. Write a professional vendor coordination email for this situation:

[PASTE VENDOR TYPE, VENDOR NAME, PROPERTY ADDRESS, SERVICE NEEDED, DEADLINE, CLIENT DETAILS, AND AGENT NOTES]

Create an email that clearly explains what is needed, confirms important details, asks for availability or status, and keeps the process organized.

Make the tone professional, polite, and direct.

8. Email Summary Prompt

Prompt:

Act as a real estate Email Management VA. Summarize this email thread for the agent:

[PASTE EMAIL THREAD]

Create a short summary that explains what happened, who said what, what decisions were made, what still needs to be done, what deadlines are involved, and what the agent should do next.

Make the summary easy to scan and useful for a busy real estate agent.

9. Inbox Cleanup Prompt

Prompt:

Act as a real estate Email Management VA. Create an inbox cleanup plan for this agent:

[PASTE CURRENT INBOX SITUATION, NUMBER OF UNREAD EMAILS, FOLDERS, LABELS, IMPORTANT CLIENTS, TRANSACTION EMAILS, AND AGENT PREFERENCES]

Organize the inbox cleanup into categories, labels, folders, archive recommendations, urgent emails, follow-up emails, and emails that need CRM or calendar updates.

Make the plan practical, safe, and easy to maintain every week.

10. Email Labeling System Prompt

Prompt:

Act as a real estate Email Management VA. Create a simple email labeling and folder system for a real estate agent.

Use this agent's business structure:

[PASTE CLIENT TYPES, TRANSACTION TYPES, LEAD SOURCES, VENDORS, TEAM MEMBERS, AND EMAIL VOLUME]

Create labels or folders for clients, active transactions, leads, vendors, closings, listings, buyers, sellers, newsletters, urgent items, follow-ups, and completed items.

Make the system simple, searchable, and easy for a VA to manage daily.

11. Daily Email Report Prompt

Prompt:

Act as a real estate Email Management VA. Create a daily email report for the agent using this inbox activity:

[PASTE EMAILS REVIEWED, REPLIES SENT, EMAILS DRAFTED, URGENT ITEMS, CLIENT UPDATES, VENDOR FOLLOW-UPS, CALENDAR ITEMS, AND PENDING QUESTIONS]

Summarize what was handled, what still needs attention, what requires the agent's approval, what was added to the CRM or calendar, and what should be prioritized tomorrow.

Keep the report short, polished, and easy to read.

12. Email Tone Improvement Prompt

Prompt:

Act as a senior real estate communication assistant. Rewrite this email so it sounds more professional, warm, clear, and client-friendly:

[PASTE EMAIL DRAFT]

Improve the tone, clarity, structure, grammar, and call-to-action while keeping the original message and intent.

Make it sound polished, helpful, and natural without sounding robotic or overly formal.

13. Email Management VA Candidate Test Prompt

Prompt:

You are applying for an Email Management VA position supporting real estate agents.

Use this scenario:

A real estate agent has 87 unread emails. Some are from active buyers, some are from sellers, some are from the title company, one is from a lender asking for missing information, two are vendor scheduling emails, several are newsletters, and three are leads asking for more information about homes.

Create an inbox management plan, email priority system, folder or label structure, suggested replies, CRM update plan, calendar update plan, and daily email report.

Make the output professional, organized, practical, and easy for a busy real estate agent to use.