

# MY IDEAL CAREER FRIENDLY LETTER

## Due Dates:

Typed final drafts are due on \_\_\_\_\_.

## Organization of Letter:

- Greeting: Write this letter to your guidance counselor.
- Paragraph #1: Briefly discuss what your ideal career is, the responsibilities, pay, skills needed, education need, personality
- Paragraph #2: Does this ideal career match your personality, your strengths, your goals, the lifestyle you desire, etc.? How?
- Paragraph #3: What are specific action steps that you will need to take to be eligible for your ideal career?
- Paragraph #4: What are some challenges that might keep you from your ideal career?
- Paragraph #5: How will you overcome each challenge?

## Format of a Friendly Letter:

	<p><i>(your address here)</i> 32156 Orange Ave Nuevo, CA 92567</p> <p><i>(current date here)</i> March 14, 20__</p>
Dear Mrs. Frey,	<p><i>(press enter 2 times)</i></p>
	<p><i>(press enter )</i></p>
It was great to see you last week at the movies. It has been so long since we've had a chance to visit with each other.	<p><i>(press enter)</i></p>
I would love to get together sometime in the future for lunch. Please let me know when you are available.	<p><i>(press enter)</i></p>
I hope to hear from you soon.	<p><i>(press enter 2 times)</i></p>
	<p>Sincerely,</p> <p><i>Jane Doe</i> <i>(sign your name here)</i></p> <p>Jane Doe <i>(type your name here)</i></p>