

Letter of Introduction Sample

MARCH 14, 1995

TO WHOM IT MAY CONCERN:

I am writing this letter of introduction to give you an idea of my career goals, how I am going about achieving them, and why my search is the right one for me. Future Farmers of America (FFA) has given me good leadership abilities; it has taught me how to take full responsibility and to be ambitious. I have had my own animals since I was ten years old, and now I have my own breeding and market beef projects. I am doing quite well with them. I feel I have taken the first steps towards achieving goals, but I know I have a long way to go.

Describe qualities and strengths

This year I am a junior in high school, completing my vocational courses in Animal Science. I plan to major in Agriculture. I will accomplish this by going to Santa Rosa Junior college for two years and finishing my degree at a four-year college. I don't know exactly which job I want yet, but I know that I like agriculture. I want a job that involves working with people and offers opportunity for promotion.

Describe goals and how to reach them.

My best work sample was a light experiment with snakes. With my teacher's help, I designed an experiment to show how different levels of light affect a snake's behavior. I was careful to document each step and record all changes. I learned a lot by doing this; I learned about how to do an experiment. I had to be very organized and watch the snakes every day.

Tells about my best work.

Tells about what was learned by doing the work sample.

I learned a lot by doing this portfolio. It had already helped me before I even finished it. (I took my portfolio to an interview and got a summer job!). I know that eventually I will find exactly the right job for me. More and more, I think I would like to go into agribusiness.

Highlights special qualities

Relates portfolio work to goals.

Sincerely,

Morgan Day