LETTER OF INTRODUCTION

Your first and last name

Your mailing address

Your city, state and zip code

Your phone number (include area code)

**Date:** Use the day you type the letter. Type out the name of the month.

**Salutation:** To Whom It May Concern:

**1st Paragraph:** Start with a sentence that states who you are and explain that you are writing this letter as a way of introducing yourself. Briefly describe two or three of your strengths, outstanding qualities or personal characteristics, your philosophy or anything else that will allow the reader to form an idea about what kind of a person you are. **There should be a total of five or six sentences in this paragraph.**

**2nd Paragraph:** Describe two or three of your long-term goals related to your education and/or your future career. Describe some steps you have taken or plan to take that will help you reach these goals**. There should be a total of five or six sentences in this paragraph.**

**3rd Paragraph:**

*If you have already made much progress in assembling your portfolio:* Describe which section of your portfolio is the best or the most reflective of you and explain why. Tell what you learned from compiling this section and highlight any special skills you obtained related to this section. Describe how items in this section relate to or have influenced your future goals.

*If you have not yet assembled your portfolio*: Describe two or three key skills you have learned or accomplishments you have achieved through working in your specific RJTC program area. Tell how these skills or accomplishments have helped you prepare for your future career, or for your future in general. Explain any additional ways your RJTC program has benefited you. **There should be a total of five to six sentences in this paragraph.**

**Closing Paragraph:** End with a sentence or two inviting the reader to enjoy your portfolio or thanking them for reviewing it, or another closing that sounds like you. **This will be a shorter paragraph consisting two to three sentences total.**

**Closing:** Appropriate closings would be Sincerely or Respectfully (followed by a comma)

Type your name **three lines below the closing**.

After your letter is printed, sign your name in cursive (in blue or black ink) in the area between the closing and your typewritten name. Be sure to sign your name exactly as you typed it. For example, if you included your middle initial when you typed your name, also include your middle initial in your signature.

**Things to remember:**

* Your letter must be typed using 12 point font and be no longer than one page.
* If you work directly from this template to compose your letter, before saving or printing it, be sure to remove all bold headings and all typed directions.
* Proofread carefully. Instead of sounding short and choppy, sentences within each paragraph should flow smoothly.
* Your letter should have “voice”- in other words, it should sound like you. Those who read it should have a better idea of who you are and what is important to you without having met you. Your letter should also encourage readers’ interest in viewing the rest of your portfolio.