

Week 4 Example Message

Topic: Exploring Skills Aligned to Goals

This week, your mentor wants to find out what you're really good at and how that might help you in your future. What skills are you already really good at? When working in a group, what is your greatest strength? Your mentor might share some examples of how those skills could help you in your future career.



Introduction Salutation

Dear or Hello + mentor's name

Paragraph 1

Answer any questions your mentor asked you.

Paragraph 2

Share your thoughts about this week's topic.

Paragraph 3

Ask your mentor two questions.

Closing Salutation

Sincerely or Thank you + your name

Hello Monica,

I hope you are having a good week so far. That's a really good question. I think that if I'm going to be an accountant, I will need to keep taking math classes. I think I also need to be detail-oriented and very organized.

Right now, my math classes are going really well. I like math, and I've been getting good grades on my math tests. I think I do need to improve my organization skills. I have a planner that I don't use, and it's hard for me to keep all of my assignments straight when learning from home.

Do you know what college classes I would take if I want to be an accountant? How did you decide on a major when you were in college?

Sincerely,
Damion