

Week 5 Example Message

Topic: Setting Short-Term Goals

We are over halfway through the Cloud Coach program! This week is all about what you can do NOW to reach your future dreams. One thing you could do is set a goal that you want to accomplish in the next few months. Just by setting a goal and typing it out, you'll increase your chances of achieving it! Your mentor may share more about a goal they set and accomplished in the past or maybe more about goals they are working on right now.



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 Cassandra,

Thanks for messaging me this week! To answer your question, I do think that having a goal is important. Setting a goal keeps me motivated and to try my hardest in school. However, I usually create my goal for a class and then completely forget about it.

One goal I have for this school year is to end the year with a GPA of 3.5 or higher. That means I probably have to get at least a B in English, which might be hard. I'm not the best at knowing what stories and poems mean. One thing I can do is make sure I give myself enough time to do the readings carefully. I think that would help with comprehension.

Do you have a current goal? If I want to become a nurse, do you have any goal ideas for me?

Sincerely,
Daisy