

Week 6 Example Message

Topic: Developing Your Personal Brand

How would your closest friends describe you? What would they say are your greatest attributes? Each person has their own unique and valuable set of skills. Each person makes an impression on each person they interact with. This week your mentor is curious to know what attributes make you YOU! What do you bring to the table that is different than other people? How do those unique skills make a positive impression on other people?



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 Carlos,

I hope you are having a good week! I watched a video about personal brand at the beginning of this connection. I think people think I'm quiet, but smart and easy to get along with. So I guess if I had to describe my personal brand, I would say: smart, good at listening, considerate, and hard-working. I know that people can rely on me in groups to get my work done.

I think if you make a mistake, it can hurt your personal brand, unless you're good about apologizing and showing that you genuinely want to make it better. I also think you can change your personal brand and restart at any moment.

Do you think people can choose to change their personal brand? How does your personal brand affect your job?

Sincerely,
Paul