**Writing for Personal Development**

**Students will:**

1. Learn to set goals
2. Write a working resume
3. Learn the basics of sending an e-mail
4. How to ask for a letter of recommendation
5. How to communicate about yourself effectively in 60 seconds
6. How to write a thank you letter
7. How to address an envelope correctly
8. How to write a business letter
9. Learn how to write out a check to pay bills
10. Learn how to have an effective interview

**Students will turn in a folder with 5 things typed out in the folder. Each item is worth 20 points. Items in BOLD are mandatory. The other 3 items can be chosen.**

**Choose from the following list:**

1. Detailed Goals list (at least 8 goals) you want to accomplish this summer

* number each goal and provide the following for each:

1. reason for wanting to complete the goal
2. plan of action for accomplishing the goal
3. **Resume**

3. A Formal E-mail

\* e-mail should be sent after 4/27, and a reply e-mail should also be included (Note: the e-mail you send to Mrs. Greenlaw on 4/26 does NOT count for this. The e-mail for your project will need to be a separate e-mail and include a response from the recipient.)

4. **A typed out script of what you will be communicating about yourself**

**as a 60-second introduction. You must also present this from memory to Mrs. Greenlaw on your specified due date as if you were meeting a prospective employer.**

1. A hand-written thank you card. (Note: This does NOT count the hand-written thank you card we make in class. For the project, you will need to include a store bought thank you card / note card for this option, and fill out according to what you learned in class. Must be written for something different than you did the practice thank you)

6. A typed business letter to a local business or leader in our community

expressing a concern that you have.

1. An envelope addressed by hand to one of your grandparents with recipient address, return address,

and student-designed stamp .

1. Write out checks by hand correctly for a list of monthly bills that are provided to you.

**60-second introductions will take place on Monday, May 7th.** This is the day all pieces to the project are due.