

Writing a Business Letter

You will be writing a business letter to your counselor. In the letter, you are going to describe what career you would like to pursue. If you have college or post-high school plans in mind you should include them in the letter also.

- *Follow the business letter format*
 - Include a heading
 - Address the letter to:
Mr. Regan
Guidance Counselor
Crete-Monee High School
 - Include an introduction, body paragraph, and closing
 - The body paragraph should explain what career you want to pursue, why you want that career, and any plans you have for after high school.
 - Use professional language and the letter must be neat (it does not have to be typed but should look professional)