

ROADMAPS



Career Education Course

Sample Letter of Introduction

Name
Address
City, State, Zip
Phone number
[email address](#)

Date

To Whom It May Concern:

(Paragraph 1: Who am I, what am I good at, top 5 work skills?)

I am currently attending Soquel High School where I will be graduating in June. I have enrolled in ROP classes, which are business-oriented. ROP classes have given me a closer look at the business world and I have learned excellent work skills. My top five work skills are:

- Excellent communication skills
- Good attention to detail
- Strong team player
- Good computer skills
- Excellent time management skills

I have received special acknowledgement from my employers for strong skills and work ethics.

(Paragraph 2: Long/short term goals, hobbies)

I recently was accepted to CalPoly and plan to go there in the fall and pursue a degree in Agribusiness. After receiving my degree, I plan to work in my family's strawberry farming business. Eventually, I hope to be the president of the business. I have many hobbies including surfing, skiing and playing baseball but most of all, I enjoy riding my horse up in the hills. It gives me a sense of independence.

(Paragraph 3: Work Experience, technical skills, awards and honors)

My portfolio shows some of the skills and abilities I have acquired in while attending school and through my work experience. I have always enjoyed landscaping and have enrolled in the Horticulture class for my last semester of high school. I have been doing tree work for three years and have worked for commercial and residential customers. Thoroughness and safety are some of my favorite qualities.

(Paragraph 4: What is included in my Portfolio?)

Included in this portfolio, is my resume summarizing my schooling, work experience, and skills. In addition I have a list of references, letters of recommendation, and samples of my work. I hope you enjoy reviewing my portfolio.

Sincerely,

Name

Your Future is Our Business

Adapted from materials of the Santa Cruz County Regional Occupational Program

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