

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[School/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Introduction:
- Briefly introduce yourself and your current status as a student.
- State the purpose of the letter regarding your career planning for the year.
Career Goals:
- Outline your short-term and long-term career goals.
- Explain why these goals are important to you.
Action Plan:
- Describe the steps you will take this year to achieve your career goals (e.g., internships, courses, networking opportunities).
- Mention specific resources or support you may need from the school or organization.
Timeline:
- Provide a rough timeline for achieving different milestones throughout the year.
- Highlight any key events or deadlines related to your career planning.
Conclusion:
- Reiterate your commitment to your career development.
- Thank the recipient for their support and consideration.
Sincerely,
[Your Name]