

1. Writing the letter:

This is a traditional letter generator that would help you, especially those of you who struggle with detailed directions. You can simply download the letter as a pdf or email.

http://www.readwritethink.org/files/resources/interactives/letter_generator/

2. Sample of a letter:

The middle paragraph would be for your questions to the professional. You obviously don't need to include the address parts, unless you want to attach the letter as a word document or just to look insanely professional.

http://www.readwritethink.org/files/resources/lesson_images/lesson1083/lettersamples.pdf

3. Rubric: This is how your letter will be graded.

http://www.readwritethink.org/files/resources/lesson_images/lesson1083/Rubric.pdf

Model Letter:

Good Morning Mr. or Dr. ____ (*edit to reflect the person you're writing to*)

My name is _____ and I am a freshman at the Aerospace Engineering School on the Fairchild Wheeler Campus in Bridgeport, Connecticut. I want to research more about the professional world of engineering and hope you would be able to guide me in the right direction. I think your field of expertise is something I would like to strive toward but I still have some questions and was hoping you could lend a brief moment to help clear them up.

I wanted to know the following:

1. What made you interested in engineering?
2. What is your current job title?
3. Please describe your particular job and duties.
4. What is your average work schedule?
5. What did you study in college? Where did you go to college?
6. What does a normal day look like for you at your job?
7. What is your favorite part of your job? Why?
8. What is your least favorite part of your job? Why?
9. Starting with high school, please describe your educational background chronologically.
10. If you had it to do over, related to your **career** or education, would you do anything differently?
11. What advice would you give to me as someone interested in pursuing a career path similar to yours?
12. We would love for you to come speak at our school! Would you be interested?

I truly appreciate you taking the time to answer my questions. All of this can be confusing and I'm hoping this may help me consider engineering as a future career.

Thank you,

Type your name, school, email.