Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_\_

**Ánimo Ralph Bunche Charter High School**

**End of the Year Letter to the Exit Interview Committee**

**Directions:** You will be writing a formal letter to the members of your exit interview committee. The purpose of writing the letter is to give the members of your exit interview committee a clear understanding of your experience in putting together your portfolio. This letter will stay in your portfolio until your senior year. You will write a letter each year in order to track your portfolio progress and your goals as a student.

**Format: Handwritten or Typed**

* **Handwritten: (Rewrite on a separate piece of paper)**
	+ Use your best penmanship.
	+ Include formal addresses for yourself and recipient
	+ Include Salutation
	+ Write about a page (front and back)
	+ Include Closing and Signature
	+ Use complete sentences.
* **Typed**
	+ 12 point font
	+ Times New Roman (Do not double space business letters)
	+ 1 page (front)
	+ Include formal addresses for yourself and recipient
	+ Include Salutation
	+ Include Closing and Signature
	+ Use complete sentences.

**Include in your letter: (Each topic can be a paragraph)**

1. Describe to the committee the progress your made on your portfolio this year. What were your strengths and challenges in creating the portfolio?

2. How will the pieces of the portfolio, as well as the skills you applied in creating it, help you in the “real world”?

3. What did you learn about yourself, as a person and student, after completing your 10th grade year at ARB?

4. Discuss your goals, both for the next two years of high school and after you graduate.

**Reminder:** This is a business letter. Use formal tone and diction, and make sure to include academic vocabulary. Avoid using colloquialism.

Exit Interview Committee

Animo Ralph Bunche Charter High School

1655 E. 27th Street

Los Angeles, CA 90011

May 23, 2013

Your Name

Your Address (You may use the school address)

1655 E. 27th Street

Los Angeles, CA 90011

Dear Exit Interview Committee,

|  |
| --- |
| Paragraph 1: Describe to the committee the progress your made on your portfolio this year. What were your strengths and your challenges in creating the portfolio? |
| Paragraph 2: How will the pieces of the portfolio, as well as the skills you applied in creating it, help you in the “real world”?  |
| Paragraph 3: What did you learn about yourself, as a person and student, after completing your 10th grade year at ARB?  |
| Paragraph 4: Discuss your goals, both for the next two years of high school and after you graduate.  |

Sincerely,

Your Full Name