

Artifact: Letter to a Professional in Career Field

Course: MCC 101

Goal: Professionalism

A prime example of professionalism comes from my MCC 101 course, when I needed to write a letter to a professional in my potential career field. At the time, I wanted to become a forensic scientist, so I wrote a letter to the McHenry County Coroner. In the letter, I was required to use proper language, follow the correct format of a business letter, and plan out what I wanted to say. While writing this letter, I learned how to communicate in a professional setting, which will greatly benefit me in my future career.

ΦΘK Tips

Strengths:

- **Writer understands the standards and procedures of a business letter**
- **Writer shows they can communicate in a clear way**

Opportunities

- **The writer could discuss how the letter helped them with their career path**

Additional Tip:

- **Artifacts are not required for the professionalism section of the portfolio**