

Leadership 9 Letter Assignment

Purpose: To reflect on individual leadership qualities and to recognize and individual that has been inspirational to you.

Steps:

1. Choose one leadership characteristic that is important to you.
2. Choose one living person that exemplifies this characteristic.
3. Write a letter to this person (using the format below).
4. Write down the address for this person on the letter (see example below).
5. Return the letter by _____ (Do not put it into an envelope).

Letter Format:

Bob Smith
Cochrane High School
429-5th Ave. N.
Cochrane, AB
T4C 1Y6

October 7, 2013

Dear Mr. Smith,

First Paragraph

~Introduce yourself and explain that you are in the Leadership Class at CHS

Second Paragraph

~Explain the leadership characteristic that the person exemplifies
~Explain why you think this characteristic is important as a leader
~Explain why you think they exemplify

Third Paragraph

~Ask three questions to this person about the leadership quality. Some examples of questions might be:
How do you feel you are growing as a leader?
Do you see yourself as exemplifying this trait?
What advice do you have for future leaders?
Be creative with you questions and use your own experiences for questions.
Asking for advice is always good.

Concluding Remarks

~Thank the person for being an inspiration to you
~Thank them for responding to the questions that you have asked and state that you have enclosed a stamped envelope for their convenience.

Sincerely,
A. Student

Leadership 9 Letter Assignment Rubric:

Name: _____

Following the proper format: /10

Identifying their Leadership Quality: /5

3 Questions for your chosen person: /5

Conclusion and overall presentation: /5

Total Mark: /25