08/30/2011

To: Tom Drake and 313 Section 01 Students

From: Erica Fuhrman

Subject: Introductory Memo

Hi everyone! I am so excited to have the opportunity to tell you all a little bit about myself. I am a very outdoor oriented, volunteering, goal driven, self motivated young woman who has big dreams for myself after finishing school. In this memo I will be outlining some of my strengths and weaknesses. I am a very perky and upbeat person; I think some of this can be shown through my writing.

**The Unique Woman I Am**

Ever since I was very young, I have always been a very outdoors individual. I really enjoy camping, fishing, hunting, and snowmobiling. Traveling so much to experience the outdoors has enabled me to meet so many different people from different areas. Meeting all these new people through traveling has also allowed to me to develop communication skills and the ability to converse with complete strangers well.

Something that I would consider to be very humbling was the opportunity to volunteer at the Cancer Resource Center in The Gritman Medical Center this last year. During this time I had the opportunity to meet with individuals that were just diagnosed with cancer or undergoing chemotherapy. I found this to be very humbling in the fact that most of these individuals were so strong and almost didn’t even seem fazed by the fact they were in a life battle. I found that I became a stronger person, with a new look on life because of my relationships with these individuals.

**Future Plans in Life**

Since I was young, my family and extended family have always iterated that I need a plan. My plan has not changed much since what I wanted in high school.

My short term one year goal is to graduate school, move back home, and find a fun yet fulfilling job. I realize finding a job in today’s market is not necessarily easy, but I am determined to find something that fits right for me. I also see the skills that I can attain from this course will benefit me greatly in the business world.

Ultimately I would like to work in Human Resourcing or Administration for a retirement home or hospital. I am the type of individual who needs to be in the kind of environment where I work around and with others. To say the least I am a social person. Finding a job like this is my ultimate five year plan. I see my determined personality making all of this possible in my plan.

I feel that my fifty year plan may be quite different than most young entrepreneurial individuals. Although I do plan to build a professional career for myself after graduation, my career is quite different. I would like to have an ultimate career of a stay at home mother. I grew up with a stay at home mother and see it as a very fulfilling life. Come retirement I would like to be able to still live a comfortable life. The only big thing is that I would like is to be able to look back on my life and have no regrets on what I accomplished and where I have gone with my life.

**Determined to Make My Goals**

My student career is one that I am proud of but of course am always open to revising, especially in communication skills. My expertise, strength, and weakness are as follows:

-**Expertise-** Being able to communicate effectively with almost anyone

-**Strength-** Able to write and communicate well through presentations and papers

-**Weakness**- I need help portraying my personality through my work, and being more persuasive. Also group work assignments can be difficult for me in that I have to combine ideas with others and not just go off mine.

This semester my goal is to improve upon my persuasive writing skills and being able to show my personality through my work. I feel that my writing can come across as gruff sometimes and that is not my intentions. Along with this, working in groups this semester will allow me to work on my group skills.

My solution for my weakness is to focus in this class and learn all the different ways in which one can improve on persuading others and show their character through their writing. I think this could be difficult in the long run, but I am determined to make it happen.

The short gist of my memo would be that I need help with my writing. It is not perfect; I need help and would love the opportunity to learn how to improve showing my personality through my paper. I am a strong willed woman who is determined to improve upon myself.