



# WRITING YOUR SCRIPT

*This is a letter you write to the business, initiative, or goal you are looking to achieve*

## How to write your script:

### Personify your business, initiative, or goal.

*Example: Dear WE BE US Go through the steps you have to go through as though they have happened.*

*Example: I'm so grateful for the wealth and happiness you have provided me and my family as we have met these milestones together.  
1. 2. 3.*

**Be thorough when you go through the letter and speak as though it has happened.**

**Start a new thought or direction with "I'm so grateful that ..."**

Dear \_\_\_\_\_

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Grateful,

\_\_\_\_\_



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*Sample Script*

LIFE OF  
CADENCE

Dear Loyalist College,

I'm so grateful for you. I'm so grateful for the opportunity that I have earned teaching Presentations to Sales and Marketing students. I'm looking forward to continuing to do that and showing up every day with energy and enthusiasm. I'm grateful for expanding my portfolio with my teaching in other departments in the college under the Business umbrella. I'm continuing to do this so I'm able to be of absolute value and service. I'm so grateful to have a partial load position where I'm able to have benefits for my family, a position I will continue to hold for 3-4 years. I'm grateful for the full-time position that I have received from the College that comes with many benefits and a wonderful salary. I'm looking forward to continuing to serve at Loyalist College for many years throughout my career.

**Grateful,**

*Nick*