

INTRODUCE YOURSELF

A Letter of Introduction

What makes you *you*? Which things that have shaped you as a person do you wish others knew about you? A letter of introduction can serve as a personal statement. It paints a picture of who you are as a unique individual based on your experiences at home, in school, within your culture, and within your community. This letter is your opportunity to share information about yourself that you would like others to know.

Assignment

Write a letter of introduction explaining specific characteristics of who you are. This letter will be composed in a formal style.

Goals

- Use formal word choice that is appropriate for the audience.
- Write in first person.
- Follow correct grammar, punctuation, sentence structure rules.
- Avoid repetitive words and phrases.
- Write in a clear, organized letter structure.
- Include transitions between paragraphs (First, next, finally, etc.).

Audience and Purpose

- **Audience:** a teacher that you have never met.
- **Purpose:** to inform your audience about yourself.

Page Layout (MLA Format)

- **Font:** 12 pt., Legible font (Arial, Times New Roman, or Calibri) , double-spaced
- **Margins:** default (1-inch on each side)
- **Date:** Month, Day, Year (Month XX, XXXX)

Letter Layout

- **Date:** Write today's date.
- **Salutation:** Begin your letter with a salutation (ex. Dear ____).
- **Closing Salutation:** End your letter with a closing salutation (ex. Sincerely,) followed by your name and signature.

Paragraph Structure

Your paragraphs should each focus on answering the questions listed below. Use the bulleted list of ideas below each paragraph number for ideas on what to include. While you do not have to include every bullet point, your paragraphs need to be at least five sentences long. ***Wherever you can, explain why the things you choose to include are important.***

Paragraph 1: Who are you?

Considering including:

- Your name and why you were named that.
- Where you were born.
- How long you have lived in this area.
- Your interests: music, gaming, sports, teams, collecting things, books, movies, etc. and what they reveal about you.
- What you like most about school.
- Something creative you like to do.

Paragraph 2: What are you most proud of?

Consider including:

- Something you are proud of doing all by yourself.
- Something you accomplished or won.
- Something you created.
- A time you failed at something but learned a valuable lesson.

Paragraph 3: What are your goals for the future?

Consider including:

- Goals you have for your future education or career.
- Non-academic things you want to achieve.
- Things you want to build, create, or write.
- Things you do now that will help you achieve your future goals.