

## LETTER OF INTRODUCTION

What makes you *you*? Which things that have shaped you as a person do you wish your teachers and peers 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 learned within your community. You may still be a “new” student to some of your teachers and peers, so this letter of introduction allows others to understand elements of you that may otherwise take a while to learn. In addition, it allows you the chance to share what you would like to be known about you.

### Assignment:

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

### Goals:

1. Grammar, punctuation, sentence structure
2. Interesting and varied word choice and descriptions
3. Clear, organized letter structure (see format below)
4. Distinct paragraphs that accomplish a specific task
5. Writing is appropriate to the task
6. Transitions between paragraphs (First, next, finally, etc.)

### Format:

Dear \_\_\_\_\_  
Day, Year)

Date (Month,

(skip one line between salutation and body)

*Paragraph 1 - You*

*Paragraph 2 - You*

*Paragraph 3 - You*

*Paragraph 4 - School (TBD)*

(skip one line between body and closing)

Closing,

Print

- Fonts: 12 pt. Times New Roman, Arial, Calibri
- Margins: 1 inch each side

### Topics to Consider

1. Leadership activity, organization, or club you have participated in: What's something you have participated in that has shaped who you are or what you believe? How has it shaped you? What is it about the activity that makes you feel proud?
2. A habit that relates to your goals/aspirations: Do you do anything quirky on a daily or weekly basis that is connected to some future goal you have for yourself? Maybe instead of going on Instagram, you have been repairing cars in your spare time, or learning how to program. Tell about why you do this, what you hope to achieve by doing it, what about it makes you feel proud.
3. Something other people know about you. Advice: Are you well-known for being good at a specific thing? Talk about it! Do you draw, paint, dance, give speeches? Explain what it is that you are well known for. Why do you do it? Why are you well known for doing it? What about it makes you proud?
4. Something you have spent at least a year doing (a couple years would be great too). Chances are you have done something that you do still do pretty often. Do you write short stories, or have you tried to publish a novel? Write about why you love to write. Have you played a sport or taken martial arts or dance since you were in elementary? Write about that. Do you play the piano? Write about something you have accomplished at a piano concert. (Etc.) Tell about why you do it, how it has shaped the person you are, and what about it makes you feel proud.
5. Something you did all by yourself (with very little adult help). Did you start a club at your school? Did you build a scale-model replica of the San Francisco skyline? Did you cook a five-course meal or bake and decorate an amazing cake? Maybe you participated in an out of school project with friends. Why did you do it? What did you learn about yourself in doing it? Why are you proud of it?
6. Something that you failed at but learned a lot from. Advice: Even if you feel you failed at something in your life, what did that teach you about yourself? Oftentimes this might be the best essay prompt because you're not bragging about what you have gotten right, but humble instead about the strenuous effort it took to just try to get something right. Talk about the experience -- what were you doing, what you failed at, what you learned, and whether you are proud of the overall experience even though you failed.
7. What has School/Language Arts been like for you in the past? How do you feel about yourself as a reader? As a writer? What do you enjoy about Language Arts? What has been a challenge in past Language Arts classes? What about school in general? How would you describe yourself as a student? What are goals you have this year? What will you need to do in order to succeed?

*Important:* This personal statement will serve not only as an introduction of yourself, but also as a writing sample. As such, please make sure that this is not only your best work, but **only your** work. Show what **you** can do!