The purpose of the autobiographical writing is to present yourself to a potential employer or college admissions officer in the hope of being hired for a particular job or admitted to college. This essay or letter is like many other pieces of writing that you have completed in your high school career; it must have a clear stated purpose, provide specific concrete details and examples, and demonstrate the use of standard English and conventions. Remember that this audience may be looking for a reason NOT to hire or admit you; therefore, it must be one of your strongest pieces of writing. This essay/letter will be a part of your portfolio that you present in the spring of your senior year.

**Step One: Brainstorm.** It helps before you begin writing to reflect on your goals, strengths, experiences etc. With a partner, conduct an interview using some of the questions provided. At the end of ten minutes, I will ask you to introduce your partner to the class and share a little of what you have learned about him/her.

**Step Two: Determine purpose.** If you are planning to attend college, it would be in your best interest to visit the college online, determine if there is a required college essay or writing sample, and write down the question or prompt used. You may use this opportunity to complete that part of your admissions process.

**Step Three: Using a graphic organizer to plan.** Once you have a purpose clearly in mind, use the graphic organizer to list possible concrete details and specific examples for your letter or essay.

**Step Four: Thesis.** In one sentence, clearly state your educational or career goal.

**Step Five: Examples.** Decide on examples/details to use to demonstrate why you should be admitted to the college of your choice or hired for the job of your choice. Remember your audience.

**Step Six: Rough draft.** Write a rough draft and include a conclusion restating your thesis.

**Step Seven: REVISE! Revise! Revise!** This should be word processed on the computer. Make sure to do a grammar and spell check. Your audience will expect perfection... if you really want that job or to attend that college or program.

**Step Eight: Adult edit.** Have a trusted adult read and comment on your essay. This could be a parent, family friend, or teacher. Revise again.

**Step Nine: Teacher edit.** Turn your letter/essay in to your Language Arts teacher for perusal. At this point, comments by your teacher should be minimal.

**Step Ten: Print.** Put a copy of your autobiographical letter or essay in your portfolio. This should be checked off by your ROAR advisor and included as part of your senior presentation.