

Learning and Academic Resources Department

INTRODUCTORY LETTER

DIRECTIONS	As a means of providing a writing sample and introduction to your instructor, please write an informal letter in which you introduce yourself to me. In order to be a more effective instructor, I believe it is important for me to know a little about you--I would like to know about you personally, about your goals and career plans, and about your educational background. Do not worry about spelling and punctuation; write as naturally as possible. The following questions will help give you some ideas. (This letter should be at least 1 1/2 pages in length.)
PERSONAL BACKGROUND	Family, parents, mates, children Birthplace, other places you have lived Job experiences, present job
EDUCATION	High school, other schools you have attended Grades, attitude Strengths, weaknesses, likes, dislikes.
CAREER PLANS	Have you chosen a career yet? PLANS What plans do you have to attain your career?
THIS CLASS	How did you happen to take the class? Is it a requirement? What do you hope to gain by taking this class? Has anyone recommended this class? Who? What do you expect from this class, instructor?
YOU	Is there anything special you want me to know about you? Share something that might help me know you as an individual.