C:\Program Files\Microsoft Office\Media\CntCD1\ClipArt6\j0295069.wmfStructured Autobiography

1. Introduction. Tell me briefly about what you are going to tell me in this paper. Grab my attention so I want to read more.
2. Personal Data. Who are you and where were you born? Who are your parents? Where are you in birth order in your family? Include a favorite memory, experiences with siblings, and/or a funny story about your family.
3. Leisure-time and Extracurricular Activities. What are your likes and dislikes? What responsibilities do you have to your family members, friends, community, employer, etc.? List memberships in clubs and groups (including offices held), hobbies, recreational pursuits, and sports. What are you most proud of or most satisfied with in these activities? Why? What books have you liked best? Why? What movies have you liked best? Why? What computer games do you like the best? What do you like to research on the Internet?
4. Education. Include any schools previously attended, with dates and locations. What do you remember about your first teacher? What courses did you enjoy the most and least? Who was your favorite teacher? Why? What was one thing a teacher said that you remember today? Describe special abilities (writing, research, speaking, using numbers, organizing activities, playing music, foreign language, technology, etc.) skills used, and achievements (high grades, significant reports, athletic accomplishments, outstanding projects and the like).
5. Parents and Significant Others. What was (or is) your father’s career? Mother’s career? Grandmother’s career? Grandfather’s career? Would any of these careers interest you? Why?
6. Career Interests. As a child, what did you dream about becoming? What were your major interests in early life? Do these things still interest you? Why?
7. Work Experience. Start with your latest work experience and work back in time. Include volunteer work you did for neighbors, friends, and family. Babysitting and yard work is work too. Include all work with dates, names of organizations, duties, and responsibilities, titles, special achievements. Mention part-time, summer, and volunteer work experiences. Describe your relationship with your fellow employees and your supervisor. What are your responsibilities at home? What did you learn about yourself and about jobs working in these experiences? What kind of worker are you?
8. Life Roles. Think of all the roles you play in your life. You are a son or daughter, brother or sister, student, worker, grandson or granddaughter, club member, consumer, athlete, volunteer and so on. List several roles you have played or functions you have fulfilled thus far in life. Which role or function do you like or value the most? Why? What sources of satisfaction and dissatisfaction come with each role? What skills have you used for each?
9. Self-assessment. What do you consider to be your good qualities? Why? Name and **explain five** or more positive things you have accomplished in the past. Name five or more abilities or skills you have and provide evidence or an example of each.
10. Conclusion Paragraph. Wrap it up. Tie this paragraph with the introduction paragraph.