Format Guidelines for Autobiography

Your autobiography has two important uses (1) it will help a prospective school principal cooperating teacher get to know you prior to meeting you; (2) it can help you clarify your thinking about teaching. Your autobiography should be detailed with specific examples. Let your personality show. Be conversational. Think of your autobiography as a letter to your future cooperating teacher or a story about yourself.

Other Instructions:
1. Must be type written. Double spaced, font size 12. Maximum length three (3) pages.
2. Use the same heading as in your resume; it should include your name, address, phone number and email. Make two copies: one for your cooperating teacher and one for the placement file.

Your autobiography should cover the following topics:

A. **Motivation:** Why you want to be a teacher and when you realized this. Include personal struggles that will allow you to relate to the struggles your students face? Was there someone who inspired you? Who were your role models? Was there a moment when you knew teaching was for you? Let the reader feel your passion for teaching.

B. **Your background, family history, and important influences:** Discuss anything about your family and background that you think relevant. Include each parent’s occupation and highest education level. You might discuss the size of the community in which you grew up. What helped to make you the fine person you are today?

C. **Professional/Personal life goals:** How does attaining teacher certification fit into your personal life goals? Where would you like to be in your professional/personal life in five or ten years?

D. **Other comments:** You might end with a favorite education/teacher quote or statement of your philosophy. Tie the end of the narrative back to the beginning where you discussed your motivation.