

## Letter of Introduction

**Date:**

Mrs. Susan Vaughn  
Pre-Vocational Coordinator  
500 S. Scott Avenue  
Newton, IL 62448

Dear Mrs. Vaughn,

**(Paragraph #1) - Tell me about yourself:** name, grade at \_\_\_\_\_ High School, date of birth, and a brief history of your grades, attendance, and interesting classes you have enjoyed.

**(Paragraph #2) - Tell me about your career goals.** Explain what you would like to do after high school, what you are doing to accomplish your goals, why you are interested in the career(s), classes you are taking related to goals, etc.

**(Paragraph #3) - Tell me about how your disability affects your schoolwork and school activities** (ie; grades, relationships, assignments, projects, communication, time on tests, etc.) What supports have been tried by teachers or by you to help you succeed in school? Which of these accommodations and/or supports have worked best for you? Which of these accommodations and/or supports have not worked for you?

**(Paragraph #4) - Tell me about your strengths.** What strengths and needs do you think professionals should know about you as you enter the post-secondary education or work environment?

**(Paragraph #5) - Tell me why you would like to be in the STEP Program.**

Sincerely,

Your Name  
Street Address  
City, State, Zip  
Phone Number