

English 203

Instructor: Anthony Ubelhor

## **Memo of Introduction**

Write a 1-2 page memo introducing yourself to your instructor. Include the following topics:

- **Background:** Where did you grow up? What have you done in school, extracurricular activities jobs and family life?
- **Interests:** What are you interested in? What do you like to do? What do you like to think about and talk about?
- **Achievements:** What achievements have given you the greatest personal satisfaction? List at least five. Include things that give you a real sense of accomplishment and pride, whether or not they're the sort of thing you'd list on a resume.
- **Goals:** What do you hope to accomplish this term? Where would you like to be professionally and personally in the next five years?

Use complete memo format with appropriate headings. Use a conversational writing style; check you draft to polish the style and edit for mechanical and grammatical correctness. A good memo will enable your instructor to see you as an individual. Use specific details to make your memo vivid and interesting. Remember that one of your purposes is to interest your reader!