

## Letter of Introduction (Font 12)

Date

—————> *Enter 2x*

**Mrs. Susan A. Vaughn**  
**Pre-Vocational Coordinator**  
**P.O. Box 185**  
**Ste. Marie, IL 62459**

—————> *Enter 4x*

**Dear Mrs. Vaughn,**

—————> *Enter 2x*

**(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.

—————> *Enter 2x*

**(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.

—————> *Enter 2x*

**(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?

—————> *Enter 2x*

**(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?

—————> *Enter 2x*

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

—————> *Enter 2x*

Sincerely,

—————> *Enter 4x*

Your name

Street Address

City, State, Zip

Phone Number