

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