

## **SUBJECT: AUTOBIOGRAPHY INSTRUCTIONS**

1. You will personally prepare, without any outside assistance, an autobiography of approximately 500 to 1000 words. (May be completed prior to arrival at the WOCS)

- a. Use black or blue ink only and print on 8 1/2" by 11" lined white paper.
- b. Write in the first person and in a narrative style.
- c. Give special attention to grammatical construction and to correct spelling.

2. Originality in the manner of presentation of the autobiography is encouraged. Topics listed below will be covered whenever possible.

a. Date and place of birth.

b. Parents and family/spouse.

(1) Birthplace of parents/spouse and vocations.

(2) Age and sex of children if applicable.

(3) Brothers and sisters, if any.

c. Where you attended school (Grammar school, high school, or post graduate education).

d. Activities participated in.

(1) Athletics, societies, fraternities, clubs, etc.

(2) Experience in supervising activities of others.

e. Financial background: examples = Worked way through school, could not finish school due to finances, etc.

f. Business experience.

(1) Where, when, type of work, salary, etc.

(2) Time on each job, promotions, changes.

(3) Experience in supervising activities of others.